



# Gabriola Island Local Trust Committee

## Regular Meeting Agenda

**Date:** November 10, 2016  
**Time:** 10:15 am  
**Location:** Gabriola Arts & Heritage Centre  
476 South Road, Gabriola Island, BC

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	10:15 AM - 10:20 AM
<i>"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."</i>	
<b>2. APPROVAL OF AGENDA</b>	
<b>3. TOWN HALL AND QUESTIONS</b>	10:20 AM - 10:30 AM
<b>4. DELEGATIONS</b>	10:30 AM - 10:40 AM
4.1 Gabriola Elementary School Grades 5/6	
<b>5. COMMUNITY INFORMATION MEETING - none</b>	
<b>6. PUBLIC HEARING - none</b>	
<b>7. MINUTES</b>	10:40 AM - 10:45 AM
7.1 Local Trust Committee Minutes dated October 13, 2016 – for adoption	4 - 15
7.2 Section 26 Resolutions-Without-Meeting - none	
7.3 Advisory Planning Commission Draft Minutes dated October 18, 2016 - for receipt	16 - 20
7.4 Mudge Island Advisory Planning Commission Minutes - none	
7.5 Agricultural Advisory Commission Minutes - none	
7.6 Transportation Advisory Planning Commission Minutes - none	
<b>8. BUSINESS ARISING FROM MINUTES</b>	10:45 AM - 10:50 AM
8.1 Follow-up Action List dated November 1, 2016	21 - 23
8.2 2017 Local Trust Committee Advertising - for discussion	

<b>9.</b>	<b>CORRESPONDENCE</b>	10:50 AM - 10:55 AM	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>		
9.1	Letter dated Oct 25 2016 from Gabriolans Against Frighter Anchorages Society		24 - 27
<b>10.</b>	<b>APPLICATIONS AND REFERRALS</b>	10:55 AM - 1:00 PM	
10.1	GB-DVP-2016.1 Skinner - Staff Report		28 - 44
10.2	GB-DVP-2016.4 Smith-Architrave (Arbutus Home Building Centre) - Staff Report		45 - 60
10.3	GB-DP-2016.2 and GB-DVP-2016.5 Mid Island Co-op - Staff Report		61 - 73
10.4	GB-RZ-2016.1 Potlatch Properties and Pilot Bay Holdings - Staff Report		74 - 119
<b>11.</b>	<b>BREAK</b>	1:00 PM - 1:20 PM	
<b>12.</b>	<b>LOCAL TRUST COMMITTEE PROJECTS</b>	1:20 PM - 3:20 AM	
12.1	Road Side Signage - Staff Report		120 - 135
12.2	Housing Options Review Project - Staff Report		136 - 163
	12.2.1 Presentation by Planner Zupanec		
<b>13.</b>	<b>REPORTS</b>	3:20 PM - 3:30 PM	
13.1	Work Program Reports		
	13.1.1 Top Priorities Report dated November 1, 2016		164 - 164
	13.1.2 Projects List Report dated November 1, 2016		165 - 166
13.2	Applications Report dated November 1, 2016		167 - 174
13.3	Trustee and Local Expense Report dated September, 2016		175 - 175
13.4	Adopted Policies and Standing Resolutions		176 - 176
13.5	Local Trust Committee Webpage		
13.6	Chair's Report		
13.7	Trustee Reports		
13.8	Electoral Area Director's Report		
13.9	Trust Fund Board Report		
<b>14.</b>	<b>NEW BUSINESS</b>	3:30 PM - 3:35 PM	
14.1	Gabriola Elementary School/SFU Partnership Grant - for discussion		177 - 178

**15. UPCOMING MEETINGS**

15.1 Next Regular Meeting Scheduled for Thursday, January 12, 2017 at 10:15 am  
at The Haven, in the Heron Room, 240 Davis Road, Gabriola Island, BC

**16. TOWN HALL** 3:35 PM - 3:45 PM

**17. CLOSED MEETING - none**

**18. ADJOURNMENT** 3:45 PM - 3:50 PM



## **Gabriola Island Local Trust Committee Minutes of Regular Meeting**

**Date:** October 13, 2016  
**Location:** Gabriola Arts & Heritage Centre  
 476 South Road, Gabriola Island, BC

**Members Present** Laura Busheikin, Chair  
 Melanie Mamoser, Local Trustee  
 Heather O'Sullivan, Local Trustee

**Staff Present** Sonja Zupanec, Island Planner  
 Rob Milne, Island Planner  
 Ann Kjerulf, Regional Planning Manager  
 Lisa Millard, Recorder

**Others Present** There were approximately nine (9) members of the public and one (1) member of the media in attendance.

### **1. CALL TO ORDER**

Chair Busheikin called the meeting to order at 10:15 am. She acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations.

### **2. APPROVAL OF AGENDA**

The following additions to the agenda were presented for consideration:

- 11.3 Adoption of Bylaw No. 278 and Bylaw No. 279**
- 13.3 Local Trustee Office Hours**
- 13.4 Village Vision Next Steps**
- 13.5 Chamber of Commerce Email Request for a Letter of Support**
- 17.1 Motion to Close Meeting: add 90(1)(c) Labour Relations**

**By general consent** the agenda was approved as amended.

### **3. TOWN HALL AND QUESTIONS**

Peter Phillips stated that it is his understanding that it is against local bylaws to sawmill or process wood in areas other than those zoned as Forest Resource and he requested that these bylaws be enforced. He referenced Galiano Land Use Bylaw No. 127 Section 17.1(45) and asked that Trustees review it. Trustee Mamoser indicated that a review of temporary sawmilling was added to the Projects List at the September 8, 2016 Local Trust Committee (LTC) Meeting.

Ruth Wright stated that Gabriola Land Use Bylaw No. 177 Section B.1.2 subsection B.6.41 allows individuals to live in an accessory building on a residential lot for up to two

years while constructing a permanent home, however, these buildings do not have to be connected to approved septic disposal systems. She indicated that the suggested alternatives to a septic system include the use of a pit latrine, outhouse, or bucketing sewage and she does not feel that these are acceptable for small residential lots. She requested that the bylaw be amended to require septic hookups for accessory buildings that are being used for temporary residences. Planner Zupanec stated that occupancy permits are issued by the Regional District of Nanaimo (RDN) and she will provide Trustees with additional information on RDN requirements in regard to this subject prior to potential discussion on the bylaw in question.

**4. COMMUNITY INFORMATION MEETING - none**

**5. PUBLIC HEARING - none**

**6. MINUTES**

**6.1 Local Trust Committee Minutes dated September 8, 2016 – for adoption**

The following amendments to the minutes were presented for consideration:

Page 8 In the paragraph following GB-2016-080 remove the last sentence beginning with Chair Busheikin called the question..., and move DEFEATED from the bottom of the motion to the bottom of the paragraph.

Page 9 Delete the entire third paragraph following GB-2016-082 beginning with “It was MOVED...” as this motion was not seconded.

Page 9 In the paragraph following GB-2016-083 remove the sentence beginning with Chair Busheikin called the question... and move DEFEATED from the bottom of the motion to the bottom of the paragraph.

Page 5 Item 9.2 in the first paragraph before the motions, remove the words “who has indicated that there are difficulties in enforcing the bylaw” as this statement referred to a different issue.

Page 8 The second bullet point should read: “The *Water Sustainability Act* was put in place to protect ground water supply and one of the main tools it uses to do so is licensing and regulating non domestic water uses, specifically agricultural and industrial use. Domestic water supply wells are not required to be licensed. Under the *Act* it is not illegal to drill wells for residential use within the area of the proposed subdivision.”

Page 8 In the fourth bullet point change the words “large increase in density” to “high density area”.

Page 8 In the fifth bullet point add the following sentence in between the first and second sentences: “It is land that can reasonably be expected to be logged at some point and is therefore less suited to being located in a residential neighborhood.”

Page 9 At the top of the page in the first paragraph the last part of last sentence states “if for residential purposes” and the word “if” should be “is”.

Page 9 In the second sentence of the paragraph following motion GB-2016-83 change the word “consult” to “work”.

Page 11 Item 11.1.1 in the first bullet point the correct spelling is “cob”.

**By general consent** the minutes were adopted as amended.

**6.2 Section 26 Resolutions-Without-Meeting - none**

**6.3 Advisory Planning Commission Minutes - none**

**6.4 Mudge Island Advisory Planning Commission Minutes - none**

**6.5 Agricultural Advisory Commission Minutes - none**

**6.6 Transportation Advisory Planning Commission Minutes - none**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Follow-up Action List dated October 3, 2016**

Regional Planning Manager Kjerulf stated that the RDN commented that it did not have an objection to the Coats Marsh Regional Park lands being rezoned to Parks 1, however, with the Nature Trust of BC, which owns the land jointly with the RDN, had not yet occurred.

Chair Busheikin commented that she received a phone call from a staff member with the Snuneymuxw First Nation regarding potential topics of discussion at the meeting that is to be scheduled. She noted that she told the staff member that the meeting was intended to be educational for herself and the other Islands Trust representatives that would be attending and she was informed that follow up regarding a meeting date would be forthcoming.

**8. DELEGATIONS**

**8.1 Tobi Elliot – request for LTC sponsorship of a ‘Tiny Home Speaker Series’**

It was noted that the correct spelling of Ms. Elliot’s first name is Tobi.

Tobi Elliot summarized the written Introduction to *Building Tiny Homes Series Proposal* as follows:

- A two-part workshop on building tiny homes will be offered to interested participants.
- The first part of the series will define what tiny homes are and discuss relevant bylaws and building codes while the second part will feature several speakers focussing on the design and building of tiny homes.

- She requested that an Islands Trust staff member attend the workshop and do a presentation regarding relevant land use bylaws as well as any other support that might be available through Islands Trust.

**GB-2016-094****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to make a presentation at the Introduction to Building Tiny Homes Series.

**CARRIED**

Discussion ensued and it was noted that the LTC could support the series by providing information about it to local planning committees across Islands Trust as well as forwarding it to individuals working on Housing Options committees. Staff indicated that they could inquire if Trust Council has any budget availability for housing discussion as well as any potential opportunity for the Islands Trust Grant Coordinator to advise if any suitable grants might be available for this, or future series of the same nature.

**GB-2016-095****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee forward correspondence titled Introduction to Building Tiny Homes Series Proposal to Local Planning Committees for their information.

**CARRIED****9. CORRESPONDENCE**

*(Correspondence received concerning current applications or projects is posted to the LTC webpage)*

**9.1 Email dated September 6, 2016 from Regional District of Nanaimo, Director, Howard Houle regarding Descanso Bay Emergency Wharf**

Trustee O'Sullivan made the following points regarding the email:

- She respectfully disagrees with the statement that Gabriola does not lack water taxi service. The primary need for said service would be outside of BC Ferries operating hours which coincides with hours in which the local bus and taxi services are also not available.
- Water taxi service provided from the Green Wharf or Silva Bay area are considerably further away than Descanso Bay.
- She agrees that a referendum is costly, however, opportunities for cost neutral referendums have previously been missed and might be available again in the future.
- At a May 2015 meeting Captain Mark Waugh, the Senior Master of the Quinsam at that time, stated that BC Ferries' concerns with a Descanso Bay water taxi location are only relevant during the ferry operating hours and that other marine navigation issues would be the concern of a potential taxi operator.

- Water taxi service could decrease parking pressure in the ferry parking areas as individuals might not need to park overnight if using the taxi service.
- Estimates for repair work to the existing emergency dock vary and clarification on the safety status of the dock is needed.
- While the emergency dock is an RDN facility there is overlapping jurisdiction with the Province and an agreement exists between the two regarding a license for occupation, however, Islands Trust is responsible for zoning. While Islands Trust can not directly affect the agreement, the Province is likely to respect the wishes of the community regarding a community asset.
- If the LTC were to consider changing the zoning of the dock in the future, then community consultation would be part of the process and this consultation process could provide the public interest that Mr. Houle seeks.

**GB-2016-096**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to prepare a letter for the Chair's signature acknowledging Director Houle's correspondence and thanking him for the background provided.

**CARRIED**

**9.2 Letter dated September 18, 2016 from Tammy Kinloch regarding Mudge Island Dock**

Discussion ensued and it was noted that the Mudge Island Official Community Plan (OCP) supports community docks and that the LTC has zoning authority to allow dock uses in specific locations. The topic will be put on the agenda for discussion at the upcoming meeting with the RDN which is the most likely body to operate such a facility.

**9.3 Gabriolans Against Freighter Anchorages Society**

Received for information.

**10. APPLICATIONS AND REFERRALS**

**10.1 Thetis Island Local Trust Area Bylaw Referral Request for Response regarding Bylaw No. 101 (Valdes Island Rural Land Use Bylaw Amendment - West Vancouver Yacht Club)**

**GB-2016-097**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee respond to the Thetis Island Local Trust Committee that our interests are unaffected by proposed Bylaw No. 101.

**CARRIED**

**10.2 GB-LCB-2016.1 Surf Lodge**

### 10.2.1 Staff Report

Planner Zupanec summarized the staff report. It was noted that the proposed change to the existing license does not impact occupancy load and the proposed use is permitted by the applicable zoning. It was clarified that this is an entertainment endorsement which would allow patrons to get up out of their seats in areas where alcohol is being served and would also provide restrictions on the hours when entertainment can be provided and when and where amplification of sound systems can be operated.

#### **GB-2016-098**

#### **It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to inform the Liquor Control and Licensing Branch (LCLB) that it has considered application GB-LCB-2016.1 (Surf Lodge) for a 'food-primary entertainment endorsement', and provide the following comments:

- a) The LCLB regulatory criteria have been considered, including the potential for noise and impacts on the community, and adverse impacts on neighbouring properties on the community are not anticipated as a result of a change to the existing license;
- b) The views of residents were not gathered because adverse impacts on neighbouring properties or the community are not anticipated as a result of a change to the existing license;
- c) The application for a 'food-primary entertainment endorsement' should be approved because the change would not authorize the establishment to be operated in a manner that is contrary to its primary purpose, which is the service of food, or a use contrary to the Tourist Commercial (TC1) zone under the Gabriola Island Land Use Bylaw No. 177, 1999.

**CARRIED**

## **11. LOCAL TRUST COMMITTEE PROJECTS**

### **11.1 Housing Options Review Project**

#### **11.1.1 Verbal Update from Planner**

Planner Zupanec stated that the Housing Options Review Survey was completed and 431 responses from the public were received. She summarized the survey responses and noted that the Advisory Planning Commission (APC) would be meeting on October 18, 2016 to review the data results and provide input as part of a working group. She indicated that she would provide a detailed report at the upcoming November, 2016 LTC meeting.

#### **11.1.2 Trust Council Housing Report**

Received for information.

Planner Zupanec left the meeting at 11:55 am.

**By general consent** a recess was called at 11:52 am and the meeting reconvened at 11:58 am.

## **11.2 Roadside Signage - Regulations Review**

### **11.2.1 Staff Report**

Regional Planning Manager Kjerulf reviewed the staff report and stated that Table 1: Summary of Signage Regulations was provided for information only. Discussion ensued in regard to the questions for the LTC included in the staff report and is summarized as follows:

#### Question 1

- At this time Trustees do not wish to pass a resolution requiring the Ministry of Transportation and Infrastructure (MOTI) to remove signs within the right of way, however, they might consider asking MOTI to remove derelict and obsolete signs in the future.
- Further discussion with MOTI is desired prior to requesting them to enforce removal under the current limits.

#### Question 2

- The time limit for temporary signs be changed from two weeks to three weeks in advance of an event.

#### Question 3

- Third party signage should remain as a signage option.

#### Question 4

- Separation distance between signs of a certain type should not be required.
- Signs must not interfere with visibility of other signs, motorist's ability to see pedestrians and cyclists, and pedestrian's or cyclist's ability to navigate the right of way.
- Request the opinion of the Bylaw Enforcement Officer on the above noted point.

#### Question 5

- Types of signs that may have been overlooked include historical signs, commemorative plaques, educational and cultural signs, Gertie signs and community mailbox signs.
- Certain types of signs can be exempt from regulation. A regulation can be added stating that if a sign is not in compliance then an application for a permit for such signage could be undertaken.
- Limit third party signs that are permanent and advertising in nature to one per lot.

Question 6

- Externally illuminated signs should be permitted while internally illuminated signs should not with the exception of lit signs that state the business is open.
- The definition for a third party sign should refer to a sign placed on a lot. The remaining definitions in the staff report are adequate.

Planner Milne arrived at 12:55 pm.

**BREAK**

**By general consent** the meeting was recessed at 12:48 pm and reconvened at 1:05 pm.

Further discussion ensued regarding roadside signage and the following points were made:

- Further consultation with MOTI in follow up to the December, 2015 meeting is desired. Relevant bylaws should be drafted prior to consultation.
- The proposed bylaw allows for two permanent signs per business or institution and they should also be allowed one temporary sign.
- The definition of a temporary sign should not include the word event in order to allow temporary signs for home occupations, businesses and institutions.

**11. LOCAL TRUST COMMITTEE PROJECTS**

**11.3 Adoption of Bylaw No. 278 and Bylaw No. 279**

**GB-2016-099**

**It was MOVED and SECONDED**

that Bylaw No. 278 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 3, 2014”, be adopted.

**CARRIED**

**GB-2016-100**

**It was MOVED and SECONDED**

that Bylaw No. 279 cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2012”, be adopted.

**CARRIED**

**12. REPORTS**

**12.1 Work Program Reports**

12.1.1 Top Priorities Report dated October 3, 2016

Received for information.

12.1.2 Projects List Report dated October 3, 2016

Received for information.

**12.2 Applications Report dated October 3, 2016**

Regional Planning Manager Kjerulf stated that GB-DVP-2016.2 had been issued.

**12.3 Trustee and Local Expense Report dated August, 2016**

Received for information.

**12.4 Adopted Policies and Standing Resolutions**

Received for information.

**12.5 Local Trust Committee Webpage**

No changes or additions.

**12.6 Chair's Report**

Chair Busheikin reported on the following:

- The Executive Committee (EC) met the previous week and discussed the transition plan for Saltspring Island's potential incorporation.
- The EC is developing principles on language guidelines when working with First Nations.
- The EC met with MOTI to discuss road maintenance issues.
- In the upcoming week she will meet with the Vancouver Island Panel of Agricultural Land Commission to learn more about their process and inform them about farming on the Islands within the Trust area.

**12.7 Trustee Reports**

Trustee Mamoser reported on the following:

- She participated in the unveiling of a plaque commemorating the 70<sup>th</sup> Anniversary of Malcolm Lowry's trip to Gabriola and she noted that Lowry's book *October Ferry to Gabriola* is an important piece of literature offering a connection to the history and culture of Gabriola.

Trustee O'Sullivan reported on the following:

- She was the master of ceremonies at the recent Terry Fox run.
- She noted challenges faced by the community during the recent power and communications outage which might have implications for disaster planning.
- She will attend upcoming meetings with Emcon and the Ferry Advisory Commission.

**12.8 Electoral Area Director's Report - none**

**12.9 Trust Fund Board Report, September, 2016**

Received for information.

**13. NEW BUSINESS**

**13.1 2017 Local Trust Committee Meeting Schedule**

**GB-2016-101**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee schedule its regular business meetings on the following dates: January 12, February 9, March 9, May 11, June 8, July 13, September 7, October 12, and December 14.

**CARRIED**

**GB-2016-102**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee advertise its regular business meetings in the Gabriola Sounder and on the Gabriola Sounder Calendar.

**CARRIED**

**13.2 Gabriola Telephone Directory Renewal**

In the second sentence of the listing change three years to four years and change Chair Busheikin's phone number to 250-218-3216.

**GB-2016-103**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee authorize the expenditure of \$378.00 (three hundred and seventy-eight dollars) for Islands Trust advertising in the 2017 Gabriola Directory.

**CARRIED**

**13.3 Local Trustee Office Hours**

Effective October 17, 2016 Trustee Mamoser and Trustee O'Sullivan will have office hours at the Islands Trust Northern Office, Gabriola on Mondays from 10:00 am to 11:00 am. One Trustee will be in attendance during these hours.

**GB-2012-104**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee spend funds to advertise Trustee office hours in the calendar section of the Gabriola Sounder.

**CARRIED**

**13.4 Village Vision Next Steps**

John Peirce thanked the LTC for their support during the Village Vision Design workshop. He questioned how the results of the planning workshops could be presented to the LTC in a manner in which they could be utilized. Regional Planning Manager Kjerulf stated that she and one of the Trustees could meet with him for a preliminary discussion and he could follow that up by attending an upcoming LTC meeting as a delegation.

**13.5 Chamber of Commerce Email Request for a Letter of Support**

**GB-2016-105**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee provide a letter of support for the Chamber of Commerce application to the BC Rural Dividend program for a commercial demand forecast for Gabriola.

**CARRIED**

**14. BREAK**

**By general consent** the break was reordered to take place prior to Item 13.

**15. DELEGATION**

**15.1 Gabriola Elementary School - Grades 5/6**

The delegation did not attend the meeting.

**16. TOWN HALL - none**

**17. CLOSED MEETING**

**17.1 Motion to Close Meeting**

**GB-2016-106**

**It was MOVED and SECONDED**

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) (c) Labour Relations; (d) adoption of Closed Meeting Minutes dated September 8, 2016; (f) Bylaw Enforcement; and (i) receipt of advice that is subject to Solicitor-Client Privilege and that the recorder and staff attend the meeting.

**CARRIED**

The meeting closed to the public at 1:48 pm.

**17.2 Recall to Order**

The meeting was reopened to the public at 2:24 pm.

**17.3 Rise and Report**

Chair Busheikin reported that in the closed meeting the LTC adopted the In-Camera minutes of September 8, 2016 and received a legal opinion.

**18. UPCOMING MEETINGS**

**18.1 Next Regular Meeting Scheduled for Thursday, November 10, 2016 at 10:15 am at The Gabriola Arts & Heritage Centre, 476 South Road, Gabriola Island, BC**

**19. ADJOURNMENT**

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Laura Busheikin, Chair

Certified Correct:

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Lisa Millard, Recorder



## Minutes of the Gabriola Island Advisory Planning Commission

- Date of Meeting:** October 18, 2016
- Location:** Islands Trust Office  
700 North Road, Gabriola, BC
- APC Members Present:** Madeleine Ani, Chair  
Kees Langereis, Secretary  
Bob Andrew  
Anne Landry  
Jim Prunty
- Staff Present:** Sonja Zupanec, Island Planner  
Lisa Millard, Recorder
- Others Present:** There were 5 (five) members of the public and 1 (one) member of the media in attendance

### 1. CALL TO ORDER

Chair Ani called the meeting to order at 5:32 pm.

### 2. APPROVAL OF AGENDA

**By general consent** the agenda was approved

### 3. MINUTES

#### 3.1 Gabriola Advisory Planning Commission Draft Minutes dated July 26, 2016

The following amendments to the minutes were presented for consideration:

Page 2 Item 5 replace the sentence “She indicated that neither she, nor APC member Landry, were in conflict of interest in regard to this Application” with “However, she did not think she needed to recuse herself.”

Page 4 Item 5.3 in the second bullet replace the words “there will likely be expensive homes and no opportunity for a mix of social structure” with “there will be no opportunity for a mix of social structure which represents a creeping gentrification of the island.”

In the footer the correct date should be July 26.

**By general consent** the minutes were approved as amended.

#### 4. HOUSING OPTIONS REVIEW PROJECT – WORKING GROUP

##### 4.1 Community Survey Results Presentation

Planner Zupanec noted that the purpose of the meeting was not a formal referral to the Advisory Planning Commission (APC) but an opportunity for the members to look at the Housing Options Review Survey results and provide input, as representatives of the community, to the Local Trust Committee (LTC).

Planner Zupanec provided a Power Point presentation and highlighted the following:

- The purpose of the review is not to increase densities.
- The in-scope aspect of the project was determined based on budget allocation as well as what could be accomplished during the LTC's current term.
- 428 responses were received by the survey closing date
- The majority of respondents were home owners living in their primary residence.
- The current Land Use Bylaws (LUB) and Regional District of Nanaimo (RDN) building bylaws prohibit the use of recreational vehicles and tiny homes on chassis as permanent dwellings.
- Bylaw B.6.4 stipulates that in order to temporarily live in recreational vehicles or tiny homes on chassis a valid building permit for a permanent dwelling must have been issued and the temporary dwelling must be adequately connected to a sewage disposal system.
- The current LUB allows for a 700 square foot accessory cottage to be built on lots over 2ha and this is equivalent to a one bedroom cottage.
- There is strong support from the survey respondents to support alternatives to secondary cottages on large lots.
- She reviewed the survey questions and summarized the responses.

##### 4.2 Consider at a broad level, the regulatory and planning considerations the LTC should consider if they choose to:

###### 1) Permit permanent use of recreational vehicles; travel trailers, tiny homes on a chassis

The APC asked the following questions regarding Survey Topic A and Planner Zupanec responded as noted:

- Does this refer to lands zoned as either residential or resource only or are other zonings, such as commercial, being considered?
  - It has been left open at this stage.
- If the bylaws are changed to allow recreational vehicles to be permanent residences would the RDN also allow it?
  - The RDN Building Bylaw would need to be amended and it applies to the entire District, not just Gabriola. Consultation and collaboration with the RDN would be required.
- Does one have to deal with the Ministry of Health when hooking up a septic system?

- No, the Building inspector is responsible for verifying that a RWP has inspected or approved the hook up and the septic filings have been submitted to Island Health.
- Are tiny homes considered a home under the building code? The survey refers to tiny homes on a chassis indicating that they are portable versus permanent.
  - Individuals can apply for a building permit and build a very tiny home. The interest is on keeping it on a chassis because if it is off the chassis it would then need to meet all building code requirements and be sited on a foundation which might make it cost prohibitive.
- Would these options be the primary residence on a lot?
  - Yes, they could be on smaller lots while on larger lots they could potentially be accessory buildings.

The following comments were made regarding Survey Topic A:

- There is a concern that if there are a large number of regulations imposed on allowing alternatives to permanent dwellings then people won't actually use these alternatives.
- Proof of potable water is important and we need to allow cisterns to be used as a primary source of water. It needs to be evident that a well does not have to be drilled.
- Composting toilets can be an ideal solution to septic removal and the LTC should advocate for their use even though this subject is under the jurisdiction of the health authority.
- The concept of tiny homes is good, however, travel trailers as permanent residences might not be as well received.
- If the RDN would view tiny homes on chassis as permanent dwellings, then they would want some verification that the construction is approved? If they are not CSA approved, an equivalent approval would be necessary and that might be cost prohibitive.
- Aesthetics will be of significant concern to the public. There is concern with recreational vehicles deteriorating and becoming unsightly.
- Additional screening requirements are important. Screening can help this type of dwelling look more permanent and keep them in better condition. Screening can also be beneficial when recreational vehicles deteriorate.
- As soon as there is an onus to effectively screen, then a definition is required such as fencing versus landscaping.
- Natural vegetative screening such as trees might be preferred, however, issues can then arise regarding the maintenance of this screening. If no bond, or security is required to ensure screening is maintained then this requirement might not work well.
- An unsightly premise complaint is under the jurisdiction of the RDN.
- The comments seem to reflect preference of a tiny home versus a trailer and this might be due to television shows creating a preconceived idea of what tiny homes look like.

- One member of the APC is against allowing recreational vehicles and travel trailers to be permanent dwellings. The current two-year maximum was put in place to allow for the owner to have somewhere to reside while building a permanent residence and this two-year maximum allowed for control.
- There are concerns regarding maintenance and aesthetics of this type of dwelling and the enforcement of such.
- Disposal of derelict recreational vehicles is difficult when they are no longer road worthy.
- Not everyone can afford to build a home and if we restrict these options to larger lots then it is not necessarily practical.

**2) Permit secondary suites on lots 2ha or larger (in lieu of accessory cottages)**

The following comments were made regarding Survey Topic B

- The RDN requires proof of septic capacity when secondary suites are built.
- We need to ensure that when a suite above a building, such as a garage is built, then the main part of the building does not also become a residence.
- The majority of survey respondents support increasing the maximum size of an accessory dwelling to 968 square feet which can accommodate a two bedroom unit.
- If a lot is closer to the village then we should allow accessory dwelling buildings or suites on smaller lot sizes.
- Allowing the option of building either an accessory cottage or a suite is good.
- There is general support from the APC to increase the size of accessory dwelling to 968 square feet from 700 square feet.
- If a 968 square foot suite is allowed the LTC should consider changing the bylaw concerning the maximum size of accessory cottages at the same time.
- It is anticipated that there will be further community discussion about increasing the maximum size to 968 square feet.
- Increasing the maximum size to 968 square feet increases the foot print.
- Would existing cottages be allowed to expand?
- Land use planning revolves around reducing human impact on ecology. Does increasing the cottage footprint on larger lots have an impact on ecology?
- We need to find ways to provide more affordable housing and suites can provide that as well as offset building costs.
- Would the LTC allow a home based business in the secondary suite as the RDN currently does not allow that. The consensus at the table is that it should be allowed.
- A bed and breakfast is a home based business, however, you could regulate bed and breakfast operations to one per lot.

- Regarding the six different options for suites presented in the survey the APC was generally in favour of all of the options at this point in the process.
- It was noted that it is typically less expensive and there are better conservations methods when building up rather than out.

**3) Secondary suites located in Agriculture (AG) zoned lots over 2ha.**

Planner Zupanec summarized Survey Topic C regarding secondary suites on lots zoned Agriculture (AG) and the APC did not have any questions or comments regarding this topic.

The APC also noted that it is important to inform the community that densities are not being increased from the current allowable numbers within the existing bylaws, and that it is also important to communicate what is within Islands Trust jurisdiction and what is outside of it.

Trustee O’Sullivan arrived at 7:10 pm.

**4.3 Discuss the possibility of a subsequent APC meeting on the proposal when draft bylaws are available.**

The ACP confirmed it would like a subsequent meeting at that time.

**5. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 7:16 pm.

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Madeleine Ani, Chair

Certified Correct:

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Lisa Millard, Recorder

## Follow Up Action Report

### Gabriola Island

#### 07-May-2015

Activity	Responsibility	Target Date	Status
Staff to further discussion regarding zoning of Coats Marsh Regional Park with The Nature Trust of BC and the Regional District of Nanaimo, encouraging them to request approval from the Ecological Gifts Program for the change in zoning from Resource to Parks 1, that was removed from bylaws 271 and 272 prior to their adoption. RDN has indicated they have no objection to the change in zoning but noted potential for a perceived concern regarding negative tax implication due to Ecological Gifts Program participation.	Sonja Zupanec Ann Kjerulf	11-Jun-2015	On Going
Staff to schedule a meeting with Snuneymuxw First Nation as per our protocol agreement. Letter of invitation to participate in C2C Forum sent September 22, 2016	Ann Kjerulf	11-Jun-2015	On Going

#### 14-Jan-2016

Activity	Responsibility	Target Date	Status
Staff to prepare information package to send to RDN staff to distribute to Building Permit applicants.	Aleksandra Brzozowski	11-Feb-2016	On Going

#### 08-Sep-2016

Activity	Responsibility	Target Date	Status
ADD Enforcement of RDN Noise Bylaw and Mudge Public Dock to annual meeting agenda for 2016			On Going
GB-DVP-2016.1 - defer consideration to future LTC meeting after supplemental staff report received.	Teresa Rittemann	10-Nov-2016	On Going



### Follow Up Action Report

GB-RZ-2015.1 (Potlach) - staff directed to present changes to proposed bylaws at second reading; proceed with referrals to all identified referral agencies/FN; bring back advice on amending OCP bike plan should proposal be approved.	Rob Milne	13-Oct-2016	On Going
Proposed Bylaw 280 adopted. Consolidate LUB; close project file.	Becky McErlean Aleksandra Brzozowski		On Going
LTC resolution to enter into cost recovery agreement for GB-SUB-2016.3 (Rogers).	Marnie Eggen		Done
Draft Bylaw 291 (Roadside signage) - amend as per LTC discussion reflected in minutes of September 8, 2016.	Teresa Rittemann	10-Nov-2016	On Going

#### 13-Oct-2016

Activity	Responsibility	Target Date	Status
Prepare letter for LTC Chair signature to Howard Houle re: water taxi correspondence and thank him for his correspondence.	Sonja Zupanec	21-Oct-2016	On Going
Referral response to Thetis LTC re: bylaw 101 - interests unaffected.	Sonja Zupanec	13-Oct-2016	Done
Advise LCLB of LTC resolution regarding the Surf application - as per staff report.	Sonja Zupanec	14-Oct-2016	On Going
Prepare letter for LTC Chair signature in support of the Gabriola Chamber of Commerce	Ann Kjerulf	20-Oct-2016	Done
LTC meeting schedule approved without changes	Becky McErlean Sonja Zupanec Penny Hawley Wil Cottingham	16-Nov-2016	Done
LTC meeting schedule and Trustee Office Hours to be published in Sounder	Ann Kjerulf Wil Cottingham	16-Nov-2016	On Going
One trustee and staff planner to meet with John Pierce re: Village Vision after Nov. 1.	Ann Kjerulf	12-Oct-2016	On Going



Islands Trust

Print Date: November 1, 2016

## Follow Up Action Report

LTC contact information to be renewed in the Gabriola Directory (with noted changes)

Becky McErlean  
Wil Cottingham

31-Oct-2016

Done

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**From:** Gabriola Gafa [<mailto:gafasociety@gmail.com>]  
**Sent:** Tuesday, October 25, 2016 7:15 PM  
**To:** Heather O'Sullivan; Melanie Mamoser; Laura Busheikin  
**Cc:** Gabriola Gafa  
**Subject:** follow up letter re review panel session #2 Roberts Bank Terminal

Dear Heather, Melanie and Laura,

please find for your information our follow up letter re. some questions that arose after attending the Review Panel Orientation Session #2 for the Roberts Bank Terminal 2 Project.

Best regards

Franz

**GABRIOLANS AGAINST FREIGHTER ANCHORAGES SOCIETY**

P.O. Box 359, Gabriola Island, B.C., V0R 1X0

[www.GAFA.ca](http://www.GAFA.ca)

[GAFAsociety@gmail.com](mailto:GAFAsociety@gmail.com)

VIA EMAIL AND MAIL

Canadian Environmental Assessment Agency  
22nd Floor, Place Bell  
160 Elgin Street  
Ottawa, ON K1A 0H3  
[RobertsBank@ceaa-acee.gc.ca](mailto:RobertsBank@ceaa-acee.gc.ca)

October 24, 2016

**Attention Roberts Bank Review Panel:**

Jocelyne Beaudet, Chair  
Dr. Diana Valiela  
Dr. Dave Levy

**Subject: Roberts Bank Terminal 2 Project – Reference No. 80054**

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Dear Mesdames, Sir,

Further to our submissions of December 16, 2015 and March 28, 2016:

We attended the Review Panel Orientation Session #2 Online and have the following clarifications and questions arising principally from the information provided by the Vancouver Fraser Port Authority (VFPA) during the session.

A. **Questions regarding downstream consequences.** An extract of the relevant exchange recorded in the Transcript at pages 40 and 41 follows:

**Dr. Dave Levy:** "As I understand it, the ship scheduling practices create a time window for each container ship to load and unload and I would like to know that when the terminal is busy, are the ships ever incapable of offloading and onloading during their time window? And how is this managed and what are the downstream consequences?"

**Cliffe Stewart (VFPA):** "Most vessel calls in Vancouver have what's called a berth window. One of the many variabilities is the availability of labour.....For a vessel that's working off-schedule, it may get less labour, so it may take longer for it to work. It may, knowing that it's going to be offschedule, it may choose to either speed up or slow down to avoid a peak congestion issue.

The one thing that virtually never happens is that container vessels virtually never go to anchor for operational reasons. I can probably count on the fingers of two hands the number of times you've seen a container vessel

**[anchor] here in the last several decades** and that would be because they had some sort of a mechanical problem. ...” [emphasis added]

The following information indicates that the representation regarding anchorage use by container ships by the VFPA to the Panel is not correct. It also omits important information relevant to the question of downstream consequences.

Use of anchorages in Cowichan Bay and Plumper Sound was monitored and recorded by the Cowichan Bay Shipwatch Society in 2014 and 2015. According to their records container ships anchored in those locations **on 17 separate occasions in that two year period (5 in 2014, 12 in 2015)**. The average length of stay was 5 days, i.e. 85 total container ship days at anchor in a two year period.

Thus, it appears that container ships go to anchor much more often than VFPA suggests.

**Question#1:** Please ask VFPA to provide a forecast of the projected number of container ship days at anchor per annum for ships calls at RBT2 based on the same anchoring ratios (i.e. number of container ship days at anchor in 2014 and 2015 to the number of container vessel calls in 2014 and 2015, respectively).

**Question #2:** As a result of a review conducted by the Southern Gulf Islands Anchorage Review Panel, of which VFPA is a member, some anchorages in Cowichan Bay and Plumper Sound that were used in 2014 and 2015 by container ships were eliminated and the maximum LOA for others was reduced, with the result that the anchorages previously used by container ships are no longer available or suitable for container ships of the size that are expected to trade at RBT2.

Please ask VFPA to provide the location of the anchorages that will be used by container ships trading at RBT2.

**Question #3:** It is apparent from the construction plan for the Project that there is likely to be disruption of operations at other Roberts Bank terminals, including Westshore coal terminal, during construction. Please ask VFPA whether it has developed a plan to address such disruptions and if so, to disclose it.

### **Background for Questions**

Transport Canada representatives and the Pacific Pilotage Authority have advised us and the Islands Trust that additional anchorages within the provincially protected Islands Trust Area are needed due to forecasted increases in the numbers of vessels expected to trade at Port of Vancouver in the future. However, on a review of documents filed in connection with RBT2 and other recent terminal expansions and proposed new terminal projects we are unable to find any reference to the need for additional anchorages or any discussion or consideration of the environmental impacts of such anchorages.

It is extremely important that the Ministry of Environment and Climate Change and the Agency be diligent and proactive in your review and enquiry of proponents of marine terminal and other infrastructure projects. Requiring the foregoing disclosure is within your mandate and is

essential to ensure that all activities associated with projects are fully and properly disclosed and attributed, and that their environmental impacts are properly assessed.

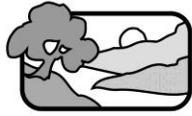
We thank you in advance for requiring VFPA to provide this information.

Yours Truly,

*Franz Gigl (signed)*

On Behalf of Gabriolans Against Freighter Anchorages Society

cc: Islands Trust Council Executive Committee  
Gabriola Island Local Trust Committee



File No.: GB-DVP-2016.1 (SKINNER)

DATE OF MEETING: November 10, 2016

TO: Gabriola Island Local Trust Committee

FROM: Teresa Rittemann, Planner 1  
Northern Office

SUBJECT: Development Variance Permit for GB-DVP-2016.1 (SKINNER) – **Supplemental Report**

Applicant: Elaine (Lou) and Hugh Skinner

Location: 57 Malaspina Drive, Gabriola Island  
Lot 10, Section 24, Gabriola Island, Nanaimo District, Plan 13535  
PID 004-503-252

## RECOMMENDATION

1. That the Gabriola Island Local Trust Committee approve issuance of Development Variance Permit GB-DVP-2016.1 at 57 Malaspina Drive with the following variances to Gabriola Island Land Use Bylaw No. 177, 1999:
  - (a) To reduce the natural boundary setback from 7.5 m to 5.2 m for the existing west fence;
  - (b) To reduce the natural boundary setback from 7.5 m to 5.1 m for the existing east fence;
  - (c) To reduce the natural boundary setback from 7.5 m to 6.7 m for the existing principal dwelling roof overhang;
  - (d) To reduce the front lot line setback from 6.0 m to 3.2 m for the existing plastic cisterns;
  - (e) To reduce the front lot line setback from 6.0 m to 1.8 m for the existing shed;
  - (f) To reduce the interior lot line setback from 1.5 m to 1.4 m for the existing accessory shop building;
  - (g) To reduce the interior lot line setback from 1.5 m to 0.0 m for the existing house and roof overhang;
  - (h) To reduce the interior lot line setback from 1.5 m to 0.9 m for the existing concrete cisterns; and
  - (i) To increase the maximum allowable lot coverage from 20% to 21.5%.

## REPORT SUMMARY

Development Variance Permit (DVP) application GB-DVP-2016.1 involves requests for multiple variances to the Gabriola Island Land Use Bylaw to legalize the siting of existing buildings and structures on the subject property. This staff report provides supplemental information and presents various options for consideration by the Local Trust Committee with regards to the waterfront deck and railings, among other issues as per the LTC discussion at the meeting held September 8, 2016. Staff continue to recommend issuance of the DVP with the variances as noted above.

## BACKGROUND

The LTC received a staff report and recommendations for application GB-DVP-2016.1 on September 8, 2016 and, following consideration, passed the following resolution:

### **GB-2016-078**

that the Gabriola Island Local Trust Committee defer consideration of GBDVP-2016.1 for consideration at a future meeting after receiving a supplementary staff report.

A question that the LTC had for Planning Staff at the 8-Sept-2016 LTC meeting was: How does the applicant's need for liability and insurance affect Islands Trust bylaws or the LTC decision? The LTC requested that the applicant submit a letter of correspondence from their insurance company with respect to the glass oceanfront fence and the railing around the current deck. The letter dated October 27, 2016 is included as Attachment 5 to this report, and states that, for liability reasons, the insurance company (Coastal Community Insurance Services) is in support of keeping in place the waterfront fence and railings around the current deck.

## ANALYSIS

### **Policy/Regulatory**

During preparation of the September 8<sup>th</sup> staff report, a thorough policy and regulatory analysis of the subject property was completed and staff determined that several variances were required to Gabriola Island Land Use Bylaw (LUB) No. 177, 1999 in order for existing buildings and structures to be brought into compliance with LUB regulations. Staff have revisited this initial analysis and continue to have the same recommendations.

### **Issues/Opportunities**

In response to the LTC's request for supplementary information, staff offer the following:

#### ***Option/Consideration 1: Waterfront deck/railings***

Detached ground level decks are excluded from the LUB definition of "structure". Staff are recommending that any portions of the waterfront "wood deck" that are not at ground level be removed, in order to create a completely ground level deck. Staff are also recommending that the "connecting deck" be removed in its entirety so that the waterfront deck and concrete pad become "detached" from the house. Staff are further recommending that the portions of the fence along the side lot lines be granted a variance for their current location, but that the northern waterfront fence (glass) be removed. Staff continue to recommend this option. Details of the associated variances are provided on page 1 of the staff report.

#### ***Option/Consideration 2: Removing either a portion of OR the entire "connecting deck"?***

A smaller portion of the connecting deck could be removed in order that the ground level deck would be "detached". However, as "detached" is undefined by the Land Use Bylaw, it would be at the discretion of the LTC to determine whether or not removal of a smaller portion of the deck would in fact achieve this criteria. It is questionable as to whether or not simply removing a single plank to physically separate the deck from the house would achieve the LUB intent of the word, "detached". Furthermore, LTC should consider the practicality and safety of removing a smaller portion of deck given that this may create a trip-hazard. Due to its impracticality and safety concerns, staff do not recommend this option be pursued.

**Option/Consideration 3: Permitting the installation of Deck Railings to address Safety and Liability Concerns**

Safety and liability related to buildings and structures, including decks, is regulated by the BC Building Code, which states:

**“9.8.8.1. Required Guards**

*(See Appendix A)*

- 1) *Except as provided in Sentences (2) and (3), every surface to which access is provided for other than maintenance purposes, including but not limited to flights of steps and ramps, exterior landings, porches, balconies, mezzanines, galleries and raised walkways, shall be protected by a guard on each side that is not protected by a wall for the length where*
  - a) *there is a difference in elevation of more than 600 mm between the walking surface and the adjacent surface, or*
  - b) *the adjacent surface within 1.2 m of the walking surface has a slope of more than 1 in 2.”*

The Gabriola Island Land Use Bylaw may not preclude the installation of guard rails on decks which are required to have guard rails as per section 9.8.8.1 of the BC Building Code. Decks which do not trigger the need for guard rails as per 9.8.8.1 are not required to have them. However, an owner may wish to install guard rails to satisfy their own concerns for safety and liability. Because “detached, ground level deck” is undefined in the LUB, it seems reasonable that guard rails on such a deck would also be excluded.

As noted previously, “detached, ground level deck” is excluded from the definition of structure and “fence” is defined as a “structure used as an enclosure or separation”. While staff have noted that guard rails would not be deemed structures unto themselves, it is notable that they would be serving the same purpose as fencing. As such, staff are recommending that resolution of detached, ground level decks and guard rails be included when the LTC considers housekeeping bylaw amendments in the future.

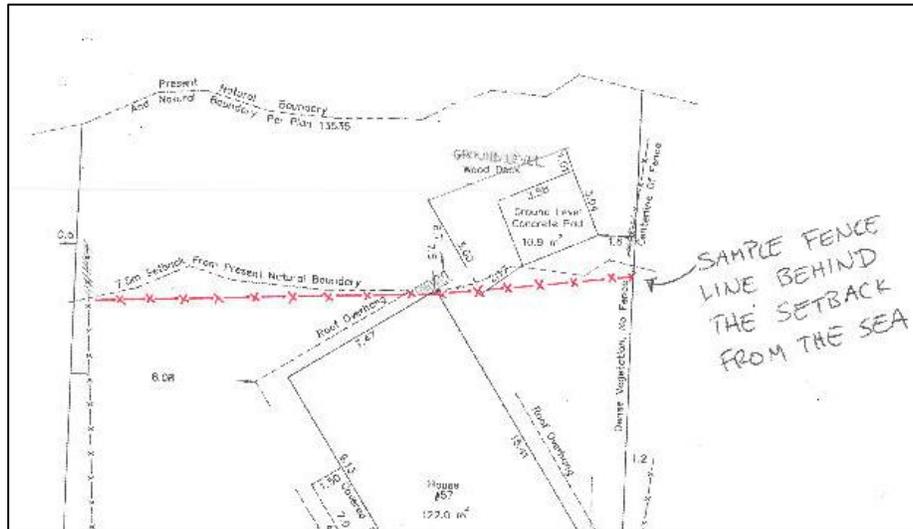
**Option/Consideration 4: Lot Coverage re-calculation and possible re-notification period**

Since removing any portions of the waterfront “wood deck” not at ground level was previously recommended at the 8-Sept-2016 LTC meeting, this was also reflected in what was advertised to neighbouring property owners. Detached ground level decks aren’t considered structures under the LUB, and therefore do not contribute to the maximum lot coverage calculation. If the LTC is considering approval of any portion of the deck that was not previously advertised to neighbours, or if it affects the maximum lot coverage calculation, a re-notification period may be required.

**Option/Consideration 5: Fencing along the waterfront**

Staff are recommending that the portions of the fence along the side lot lines be granted variances for their current location, but that the northern, waterfront fence (freestanding glass fence) be removed. To address any potential liability of the slope near the waterfront portion of the property, the owners could potentially install a fence that is setback at least 7.5 metres from the natural boundary of the sea (see example below).

**Figure 1: Potential Fence Line to address Safety/Liability Concerns of Northern Slope**



**Other Considerations:**

LTC asked staff to consider providing options for phased vegetation. As was mentioned in the previous staff report, staff believe that the portions of the fences along the side lot lines of the property which are currently within the setback of the natural boundary of the sea are likely providing privacy between the neighbouring lots and appear to be of minimal impact to the setback from the natural boundary; and thus staff recommended that a variance for their current siting be issued. However, as an alternative, the LTC may wish to not approve the variances for these portions of fencing. The applicant has the option to install landscaping to serve as vegetative privacy screening from the neighbouring properties instead.

**Rationale for Recommendation:**

As outlined on page 1 of this report, staff continue to recommend Option/Consideration 1, noting that the detached ground level deck could have guards/railings if necessary or desired by the applicant. This is also the same option that was originally advertised to neighbouring property owners in advance of the LTC meeting on 8-Sep-2016, and would therefore not require a period of re-advertising. If the LTC decides on an option that varies more than what was originally advertised, a new notice may need to be distributed to neighbouring property owners before the LTC makes their final decision.

## ALTERNATIVES

### 1. Request further information

The Gabriola Island Local Trust Committee may request that the applicant provide further information prior to making a decision.

### 2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial.

*Resolution:*

That the Gabriola Island Local Trust Committee deny Development Variance Permit for GB-DVP-2016.1 for the following reasons [insert reasons].

Submitted By:	Teresa Ritemann Planner 1	October 27, 2016
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	October 31, 2016

## ATTACHMENTS

1. Copy of Public Notice
2. Copy of Proposed Permit (including Schedule A – Site Plan)
3. Site Context
4. Site and Building Photos
5. Copy of Insurance & Liability Letter from Coastal Community Insurance Services (dated Oct. 27, 2016)



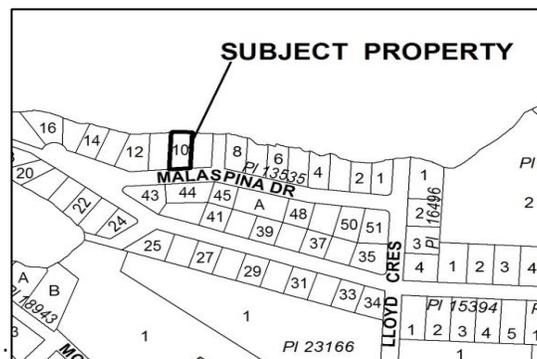
**NOTICE**  
**GB-DVP-2016.1 (SKINNER)**  
**GABRIOLA ISLAND LOCAL TRUST COMMITTEE**

**NOTICE** is hereby given that the Gabriola Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 498 of the *Local Government Act*, varying the Gabriola Island Land Use Bylaw No. 177, 1999, in general terms, as follows:

- 1) The minimum setback from the natural boundary of the sea would be varied to permit the siting of existing portions of fences, decks, and the house roof overhang where they exist in the present setback;
- 2) The minimum setbacks from lot lines would be varied to permit the siting of existing portions of a shed, an accessory shop building, a house and roof overhang, and two plastic cistern structures where they exist in the present setback; and
- 3) The maximum lot coverage would be increased from 20% to 25.4% for the existing buildings and structures on the lot.

The property is legally described as: PID 004-503-252: Lot 10, Section 24, Gabriola Island, Nanaimo District, Plan 13535;

The general location of the subject area is shown in the following sketch:



A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, V0R 1X3, between the hours of 8:30 am and 4:00 pm, Monday to Friday inclusive, excluding Statutory Holidays, commencing August 26, 2016 and continuing up to and including September 7, 2016. Also, attached for your convenience, is a copy of the proposed Permit.

If you have any questions or comments regarding the proposed Permit, please contact Teresa Rittemann, Planner 1, at 250-247-2200; for Toll Free Access, request a transfer via Enquiry BC: in Vancouver 604-660-2421 and elsewhere in BC at 1-800-663-7867.

Written submissions should be sent to: **Mail:** Islands Trust, 700 North Road, Gabriola Island, BC V0R 1X3  
**Fax:** 250-247-7514 **Email:** [tritemann@islandstrust.bc.ca](mailto:tritemann@islandstrust.bc.ca)

Following the end of the notice period, the Gabriola Island Local Trust Committee may consider issuance of the proposed Permit at its Regular Business Meeting to be held at 10:15 am, Thursday, September 8, 2016, at the Gabriola Arts & Heritage Centre, 476 South Road, Gabriola Island, BC.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Becky McErlean  
Deputy Secretary

## PROPOSED

 <p>Islands Trust</p>	<p style="text-align: center;"><b>GABRIOLA ISLAND LOCAL TRUST COMMITTEE</b> <b>DEVELOPMENT VARIANCE PERMIT</b> <b>GB-DVP-2016.1 (SKINNER)</b></p>
--------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

**TO:** Elaine (Lou) and Hugh Skinner

1. This Development Variance Permit applies to the land described below:

PID 004-503-252

Lot 10, Section 24, Gabriola Island, Nanaimo District, Plan 13535;

2. Pursuant to Section 498 of the *Local Government Act*, the *Gabriola Island Land Use Bylaw No. 177, 1999* is varied as follows:

- a) **PART B GENERAL REGULATIONS**, Section B.2 **General Siting and Height Provisions**, Subsection B.2.1 **Special Setbacks and Elevations**, Article B.2.1.1 **Setbacks and Elevations from Watercourses and the Sea**, Clause B.2.1.1.a: “Despite all other siting references in this Bylaw, third party signs, fences, pump/utility houses, retaining walls, *structures* and *buildings*, excepting *boathouses*, must be sited a minimum of 7.5 metres (24.6 feet) from and 1.5 metres (4.9 feet) above the *natural boundary* of the sea and a minimum of 15 metres (49.2 feet) from and 1.5 metres (4.9 feet) above the *natural boundary* of any lake, stream, or wetland. Where the *frontage* on the sea is not adequately protected from erosion by natural bedrock or works as certified by a professional engineer, *buildings* and *structures* must be sited a minimum of 15 metres (49.2 feet) from and 1.5 metres (4.9 feet) above the *natural boundary* of the sea”;

- Is varied in order to reduce the setback from the natural boundary of the sea:
  - i. From 7.5 m to 5.2 m for the existing west fence;
  - ii. From 7.5 m to 5.1 m for the existing east fence;
  - iii. From 7.5 m to 6.7 m for the existing principal dwelling roof overhang;

as shown in hatched lines on Schedule “A” – Site Plan attached to and forming part of this permit.

- b) **PART D ZONES**, Section D.1 **Residential Zones**, Subsection D.1.1 **Small Rural Residential (SRR)**, Article D.1.1.3 **Regulations**, Clause D.1.1.3.a **Buildings and Structures Siting Requirements**, Item D.1.1.3.a.i.: “On *lots* less than 1.0 hectares (2.47 acres), except for a sign, *fence*, or *pump/utility house*, the minimum *setback* of *buildings* or *structures* is: 6.0 metres (19.7 feet) from the *front lot line*; 4.5 metres (14.8) from any *exterior side lot line*; and 1.5 metres (4.9 feet) from any *interior lot line*”;

- Is varied in order to reduce the:

- i. Front lot line setback from 6.0 m to 3.2 m for the existing plastic cisterns;
- ii. Front lot line setback from 6.0 m to 1.8 m for the existing shed;
- iii. Interior lot line setback from 1.5 m to 1.4 m for the existing accessory shop building;
- iv. Interior lot line setback from 1.5 m to 0.0 m for the existing house and roof overhang;
- v. Interior lot line setback from 1.5 m to 0.9 m for the existing concrete cisterns; and

as shown in hatched lines on Schedule “A” – Site Plan attached to and forming part of this permit.

- c) PART D **ZONES**, Section D.1 **Residential Zones**, Subsection D.1.1 **Small Rural Residential (SRR)**, Article D.1.1.3 **Regulations**, Clause D.1.1.3.b **Lot Coverage Limitations**, Item D.1.1.3.b.i.: “The maximum combined lot coverage by buildings and structures is 20 percent of the *lot* area”
  - Is varied in order to permit a maximum lot coverage of 21.5% for the existing buildings and structures, as shown in Schedule “A” – Site Plan attached to and forming part of this permit.

3. All buildings and structures shall be consistent with Schedule “A” which is attached to and forms part of this permit. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of the Gabriola Island Land Use Bylaw No. 177, including use and density, and to obtain other appropriate approvals necessary for completion of the proposed development.

**AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE THIS \_\_\_ DAY OF \_\_\_, 2016.**

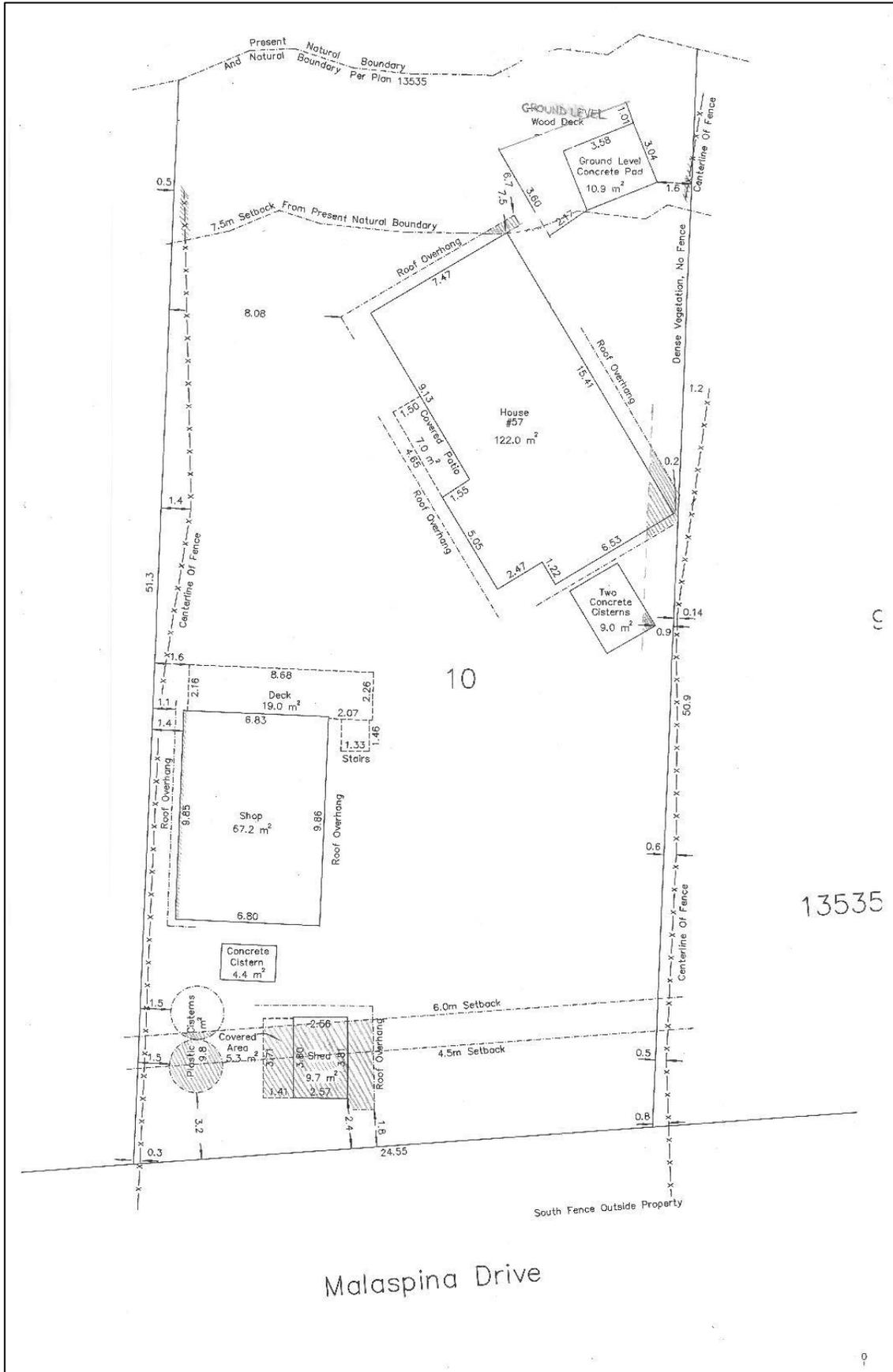
\_\_\_\_\_  
**Deputy Secretary, Islands Trust**

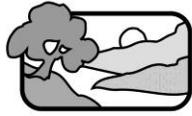
\_\_\_\_\_  
**Date of Issuance**

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE \_\_\_ DAY OF 2018, THIS PERMIT AUTOMATICALLY LAPSES.**

GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
 GB-DVP-2016.1 (SKINNER)

Schedule "A" - Site Plan





## LOCATION

Legal Description	Lot 10, Section 24, Gabriola Island, Nanaimo District, Plan 13535
PID	004-503-252
Civic Address	57 Malaspina Drive, Gabriola Island

## LAND USE

Current Land Use	Residential
Surrounding Land Use	The subject property is a north-facing, rectangular-shaped, waterfront property. It is approximately 0.12 hectares (0.3 acres) in size, and is bordered by the natural boundary of the sea to the north, residential lots on all other sides, and road access to the property is via Malaspina Drive to the south.

## HISTORICAL ACTIVITY

File No.	Purpose
None	n/a

## POLICY/REGULATORY

Official Community Plan & Land Use Designation	<ul style="list-style-type: none"> <li>Schedule B of the Gabriola Island Official Community Plan No. 166 designates this property as SRR – Small Rural Residential</li> <li>Property is not within a Development Permit Area</li> </ul>
Land Use Bylaw	<p>Gabriola Island Land Use Bylaw No. 177 (LUB) is intended to implement guiding policies found in the Islands Trust Policy Statement and Official Community Plan. In the LUB, the property is zoned Small Rural Residential (SRR), which permits single family residential as a principal use. The most relevant sections from the LUB include (<b>emphasis added</b>):</p> <p>“B.2.1.1 <i>Setbacks and Elevations from Watercourses and the Sea</i>  a. <b>Despite all other siting references in this Bylaw</b>, third party signs, <b>fences</b>, pump/utility houses, retaining walls, <b>structures and buildings</b>, excepting <i>boathouses</i>, <b>must be sited a minimum of 7.5 metres (24.6 feet) from and 1.5 metres (4.9 feet) above the natural boundary of the sea</b> and a minimum of 15 metres (49.2 feet) from and 1.5 metres (4.9 feet) above the <i>natural boundary</i> of any lake, stream, or wetland.”</p> <p>B.2.2.2 The following features may project into the <i>setback areas</i>:  “a. steps, <b>roof overhangs including eaves or gutters</b>, cornices, sills, bay windows collectively not comprising more than 50 percent of the length of wall measured from corner to corner, balconies, awnings, and chimneys provided they do not project more than 1.0 metre (3.3 feet) into the required setback area <b>or in the case of a setback area requirement less than 3.0 metres (9.9 feet), not more than 0.5 metre (1.7 feet)</b>”</p> <p>D.1.1.3. Regulations</p>



	<p>a. <i>Buildings and Structures</i> Siting Requirements</p> <p>i On <i>lots</i> less than 1.0 hectares (2.47 acres), <b>except for a sign, fence, or pump/utility house</b>, the minimum <i>setback</i> of <i>buildings or structures</i> is:</p> <ul style="list-style-type: none"> <li>• <b>6.0 metres (19.7 feet) from the front lot line;</b></li> <li>• 4.5 metres (14.8) from any <i>exterior side lot line</i>; and</li> <li>• <b>1.5 metres (4.9 feet) from any interior lot line.</b></li> </ul> <p>b. Lot Coverage Limitations</p> <p>i The maximum combined lot coverage by buildings and structures is <b>20 percent</b> of the <i>lot</i> area.</p> <p>From section G.1 Definitions:</p> <ul style="list-style-type: none"> <li>• <i>fence</i> means a <b>structure used as an enclosure or separation</b>.</li> <li>• <i>structure</i> means anything constructed or erected that is fixed to, supported by or sunk into land or water, whether underwater or otherwise, excluding vehicles, floating vessels, paving for vehicle parking, sidewalks, sewage absorption fields, and <b>detached ground level decks</b>; for clarity, swimming pools, dugouts, <b>cisterns and above ground septic tanks are considered structures</b>.</li> </ul>
Other Regulations	<ul style="list-style-type: none"> <li>• <b>Islands Trust Policy Statement:</b> The proposed development variance permit is not contrary to or at variance with the Islands Trust Policy Statement.</li> <li>• <b>MOTI:</b> Buildings and structures located within 4.5 m of a highway right-of-way require a permit from MOTI. On July 22, 2016, MOTI issued a permit to the applicant for the current location of the “Shed” building to reduce the setback to a minimum of 1.6m from the front lot line.</li> </ul>
Covenants	There are no covenants or other instruments registered on title for this property.
Bylaw Enforcement	No outstanding Islands Trust Bylaw Enforcement files regarding this property. This DVP application intends to address existing bylaw concerns from the Regional District of Nanaimo and bring these bylaw issues into compliance to mitigate any possible future Islands Trust bylaw enforcement concerns.

## SITE INFLUENCES

Islands Trust Fund	As per the Islands Trust Fund and Local Planning Services Coordination Policy Manual, this application does not directly affect Islands Trust Fund Board (TFB) interests as it does not directly affect a TFB owned property or conservation covenant or a property adjacent to a TFB owned property or conservation covenant.
Regional Conservation Strategy	Map 8 of the Islands Trust Fund Regional Conservation Plan indicates that the estimated importance of habitat composition is between low and medium for this property.
Species at Risk	None mapped.
Sensitive Ecosystems	Sensitive Ecosystem mapping indicates some young forest and sparsely vegetated rock on the property (SEI/SEM), and a mix of rural and herbaceous ecosystems (ITEM).
Hazard Areas	Low risk steep slope in northwest corner of the property, along the waterfront.



<p>Archaeological Sites</p>	<p>Remote Access to Archaeological Data (RAAD) maps potential archaeological sites located on the waterfront portion of the property where some land development/alteration has already occurred for the waterfront deck (see Figure 2 below).</p> <p style="text-align: center;"><b>Figure 2.</b></p> <div data-bbox="483 537 1382 991" data-label="Image"> <p>The image is an aerial photograph of a property. A cyan-colored rectangular outline highlights a specific area on the waterfront. A red arrow points from a white box labeled 'North' to the right, indicating the orientation of the map.</p> </div> <p>Thus, by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. This would most likely be indicated by the presence of areas of dark-stained soils containing conspicuous amounts of fire-stained or fire-broken rock, artifacts such as arrowheads or other stone tools, or even buried human remains. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.</p>
<p>Climate Change Adaptation and Mitigation</p>	<p>According to the 2008 document “<i>Projected Sea Level Changes for British Columbia in the 21<sup>st</sup> Century</i>”<sup>1</sup>, the relative sea level rise by 2100 for the Nanaimo area ranges between - 0.04 m to a rise of 0.8 m. Based on this number and looking at the contour map in Figure 3 below, the maximum projection of a 0.8 m sea level rise would be below the 2.0 m elevation line of the property, for which a majority of the property, buildings and structures are above. There are no anticipated impacts on greenhouse gas emissions that would result from this DVP application as proposed.</p> <p style="text-align: center;"><b>Figure 3.</b></p>

<sup>1</sup> Source: <http://www2.gov.bc.ca/assets/gov/environment/climate-change/policy-legislation-and-responses/adaptation/sea-level-rise/sea-level-changes-08.pdf>



<p>Shoreline Classification</p>	<p>Islands Trust mapping indicates that this property has a hard shore line consisting of low rock/ boulder.</p>
<p>Shoreline Data in TAPIS</p>	<p>Mapping also indicates that there is a Rockfish Conservation Area in the water adjacent to this property, though as the development is land-based, this DVP application is not likely to affect the marine-based conservation area. No eelgrass, forage fish, or bull kelp habitat mapped near the subject property.</p>



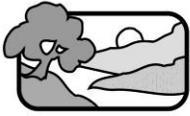
**Figure 1**





**Figure 2**





**Figure 3**



View of wooden waterfront deck from various angles





**COASTAL COMMUNITY**  
INSURANCE SERVICES (2007) LTD.

October 27, 2016

Hugh Skinner  
57 Malaspina Drive  
Gabriola, BC  
VOR 1X1

RE: Islands Trust – Letter request in reference to ongoing correspondence (Gabriola LTC Agenda 57 Malaspina DVP Report Sept. 8, 2016 & Islands Trust DVP Application Report Response Letter, Sept. 8, 2016-R2)

Dear Mr. Skinner,

Please accept and submit this letter in response to the above noted issue regarding 57 Malaspina Dr., Gabriola, BC. After consultation and collaboration between Intact Insurance underwriters and Coastal Community Insurance Services, we respectfully submit this letter in support of the recommendations and observations below (as agreed upon between these 2 referenced parties):

1. With respect to removal of the oceanfront property fence and deck railing, it is our recommendation that they remain in place.
2. The proximity of the fence and deck railing to the home is such that their removal exposes a drop, which could cause serious injury to any individual visiting or occupying the property.
3. We are committed to complying with all local regulations and protecting the beauty of our natural coastlines; however, we believe that the safety of our customers and the general public should come first.

It is expected that all insureds practice due diligence not only in the maintenance of their property, but also in the assurance that such maintenance will provide the greatest safety level possible for it's occupants and visitors, thus mitigating any potential liability exposure.

If Islands Trust has any questions or concerns, please do not hesitate to let me know.

Sincerely,

Kimberley Judson, CAIB, CHR  
Regional Insurance Manager, Nanaimo  
Coastal Community Insurance Services (2007) Ltd.

/kj



File No.: **GB-DVP-2016.4 – Architrave (SMITH)**

DATE OF MEETING: November 10, 2016

TO: Gabriola Island Local Trust Committee

FROM: Teresa Ritemann, Planner 1  
Northern Office

SUBJECT: **Staff Report regarding GB-DVP-2016.4 – Architrave (SMITH)**

APPLICANT: Margot Kemble (Architrave Design Build)

LOCATION: **785 Ross Way, Gabriola Island  
(Lot 1, Section 20, Gabriola Island, Nanaimo District, Plan 47933; PID: 012-935-697)**

## RECOMMENDATION

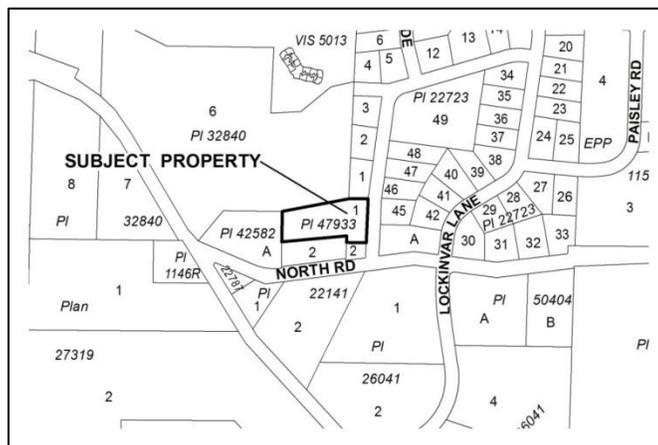
1. That the Gabriola Island Local Trust Committee approve issuance of Development Variance Permit GB-DVP-2016.4 with the following variance to Gabriola Island Land Use Bylaw No. 177, 1999:
  - a. To reduce the front lot line setback from 6.0 m to 2.38 m to permit a new gabled entryway.

## REPORT SUMMARY

This application for a Development Variance Permit is for minor building upgrades to the Arbutus Home Building Centre at 785 Ross Way, Gabriola, consisting of a new gabled entryway. The proposed development requires a variance from Gabriola Island Land Use Bylaw regulation D.3.1.3.b.i to reduce the setback from a minimum of 6.0 metres (19.7 feet) to a minimum of 2.38 metres (7'-10") to the front lot line. The proposed development is also within Development Permit Area 7 – The Village Centre; however, it is exempt from requiring a Development Permit, under regulation F.7.2.1.e. of the Gabriola Island Land Use Bylaw (LUB). Staff are recommending approval of the requested variance.

The location of the subject property is shown in figure 1 below.

**Figure 1: Subject Property Map**



## BACKGROUND

The subject property is surrounded by residential uses to the north and north east, and by commercial uses to the east, south, and west. The applicant has provided a rationale for the variance request (Attachment 1), and submitted twelve letters of support from neighbouring property owners, including the owners of: Wishbone, Nature Spirit Earth Market, Martin Velsen Real Estate Team, Gabriola Fitness Centre, Illustrator Steve Intellectual Property & Technical Drawings, Woodfire, North Road Sports, Brent G Hair Salon, and Gabriola Wine Cellar; plus the support of the owners of three residential properties on Ross Way, directly across the street from Arbutus Home Building Centre.

## ANALYSIS

### Policy/Regulatory:

Attachment 2 addresses the site context in greater detail, including reference to Islands Trust policies; however, the following is a summary:

- The subject property is designated Commercial Village under the Official Community Plan (OCP), and the proposed development is compatible with the objectives of this OCP designation.
- The Gabriola Village Centre area (including this property) is designated as a Development Permit Area (DP-7) for the purposes of establishing objectives for form and character, water conservation and reduction of greenhouse gas emissions. **However, the proposed development falls under exemption F.7.2.1.e.: “additions resulting in less than a 5% increase in floor area of a principal building or an accessory building where no changes to landscaping or access to the site are proposed”** and the applicant has confirmed the following:
  1. The addition is approximately 420 square feet, which is less than a 4% increase in floor area;
  2. There will be no changes to landscaping. All existing trees and vegetation shall remain; and
  3. There will be no changes to the overall access to the site. The front door remains in the same location, and access directly off of the Ross Way will remain.
- The subject property is zoned Village Commercial 1 under the Land Use Bylaw (LUB) and “building material supply” is a permitted principal use in this zone.
- The applicant is requesting a relaxation to LUB regulation **D.3.1.3.b.i.**: the front lot line setback minimum of 6.0 metres (19.7 feet) to permit the construction of a new gabled entryway to be a **minimum of 2.38 metres (7’-10’’) from the front lot line.**
- Finally, the 9 existing designated parking spaces and additional small parking lot at the northeast corner of the property are proposed to equate to a total of 13 designated spaces with the proposed development (no more undesignated spaces in the northeast lot). Thus, the amount of available parking space is not changing, only the total number of formal, designated spaces. Finally, it should be noted that the standard vehicular parking requirement in the LUB is a maximum, not a minimum.

In light of the summary above, staff are satisfied that the development activity, as proposed, would be exempt from requiring a Development Permit. However, a Development Variance Permit is required to be issued by the LTC in order to reduce the front lot line setback.

### Issues and Opportunities:

The Ministry of Transportation and Infrastructure (MOTI) requires that all buildings within 4.5 metres of a road right-of-way obtain a Setback Permit from the ministry. Staff have notified the applicant of the need to apply to MOTI for a Setback Permit for the proposed location of the new gabled entryway. To the date of writing this report, the applicant is in the process of contacting MOTI to obtain the required Setback Permit.

**Consultation:**

No Community Information Meeting is recommended for either application; and no public notice is required for the Development Permit application (GB-DP-2016.1). Further notification of the Development Variance Permit application (GB-DVP-2016.4) will be distributed to neighbouring property owners on **October 31, 2016 in accordance with statutory requirements** (Attachments 3 & 4), in order for neighbouring property owners to make additional comments for consideration by the Local Trust Committee. **All correspondence received by November 9, 2016 will form part of the public record and will be considered by the Gabriola Island Local Trust Committee. Please email correspondence to Planner Rittemann directly at: [trittemann@islandstrust.bc.ca](mailto:trittemann@islandstrust.bc.ca).** The LTC may also receive comments from the public at the November 10, 2016 regular business meeting.

**Rationale for Recommendation:**

As noted on Page 1 of the report, staff recommend that this variance be approved. The proposed development is not contrary to the Islands Trust Policy Statement or the OCP, and proposes no changes to existing vegetation or landscaping, how the site is accessed, or the amount of on-site vehicular parking provided. Furthermore, the proposed development is exempt from requiring a Development Permit and could be considered minor in nature, as the proposed increase in calculated floor area is less than 5%. The only outstanding consideration staff note at this time is that the applicant has not yet received confirmation from MOTI regarding the Setback Permit.

**ALTERNATIVES**

**1. Request further information**

The LTC may request further information be provided prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request.

**Resolution:** *“That the Gabriola Island Local Trust Committee request further information prior to making a decision on application GB-DVP-2016.4 including [specify information required].”*

**2. Deny the application**

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial.

**Resolution:** *“That the Gabriola Island Local Trust Committee deny application GB-DVP-2016.4 for the following reasons [note specific reasons].”*

Submitted By:	Teresa Rittemann Planner 1	October 26, 2016
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	October 27, 2016

**ATTACHMENTS**

1. Copy of Applicant’s Rationale for the DVP Request
2. Site Context
3. Public Notice
4. Proposed Permit

## **Arbutus Home Building Centre**

785 Ross Way, Gabriola Island, BC

### **Variance Permit Rationale**

#### **Reasons for a Front Yard Set Back Variance.**

The Arbutus Building Supplies building was originally constructed as a modest, storage shed like building in the early 1970's. The front wall is blank except for a single panel, front door. The front of the building is placed right at the 19'-10" front yard set back. Located off North Road, Arbutus Building Supplies has provided practical and functional services to the community in a very nondescript way.

Arbutus Building Supplies has recently affiliated with Home Hardware becoming Arbutus Home Building Centre. Renovations to the existing Arbutus Home Building Centre building including a new façade and front entry gable are proposed. Constructed from locally milled Douglas Fir timbers and split faced Gabriola sandstone the new façade will enhance the commercial streetscape, provide a sheltered entry and emphasize a Gulf Island aesthetic.

Given that the front of the existing Arbutus Building Supplies building is located at the 19'-10" front set back a relaxation to the front set back to accommodate a front entry gable is being requested.

As designed the front entry gable will have two, 7'-6" wide by 5'-6" deep column bases. The column bases are massive to display split faced Gabriola sand stone masonry. The masonry column bases are placed 6'-6" from the front exterior wall of the building to allow for pedestrians to pass comfortably along the walkway in front of the building. A 3'-0" over hang extends from a Douglas Fir beam spanning the column bases. The entire depth of the front entry gable, including the walkway space, the column bases and the overhang totals 12'-0". Therefore a 13'-0" encroachment into the 19'-10" front set back is requested.



## LOCATION

Legal Description	Lot 1, Section 20, Gabriola Island, Nanaimo District, Plan 47933
PID	012-935-697
Civic Address	785 Ross Way, Gabriola Island
Lot Size	1.721 acres (0.7 hectares)

## LAND USE

Current Land Use	Commercial – Building Material Supply
Surrounding Land Use	Residential use to the north and north east; and commercial use to the east, south, and west

## HISTORICAL ACTIVITY

File No.	Purpose
None	n/a

## POLICY/REGULATORY

<p>Official Community Plan <i>(OCP No. 166, 1999)</i></p>	<p><b>OCP Land Use Designation: C(V) – Commercial (Village)</b></p> <p><b>3.1 Commercial Activity</b>  <b>General Commercial Objectives</b></p> <ol style="list-style-type: none"> <li>1. To recognize the Village Centre (Lockinvar Triangle area) as the Island’s primary location for commercial activity;</li> <li>2. To support the other existing commercial locations on the Island as secondary centres for commercial activity;</li> <li>3. To encourage a mix of commercial and other uses in the Village Centre;</li> <li>4. To provide for commercial development only where it may be demonstrated that it is at a scale compatible with the needs and size of the Gabriola community; and</li> <li>5. To regulate the appearance of commercial development, including signs, through the use of development permits and other regulations such as sign bylaws.</li> </ol> <p><b>General Commercial Policies</b></p> <p>These policies are applicable to any parcel designated commercial in this plan:</p> <ol style="list-style-type: none"> <li>a) The minimum and average parcel size in any commercial designation shall be 0.5 hectares (1.235 acres), excepting the Tourist Recreation designation in which there shall be no additional lots created.</li> <li>b) A commercially designated site shall be designated as a development permit area where it is believed important to regulate the form and character of development which occurs there.</li> <li>c) The community plan makes provision for five separate commercial land use designations: Village Commercial, Local Commercial, District Commercial, Tourist Commercial and Tourist Recreational. Policies pertaining separately to each of these commercial designations follow. The locations of commercially designated property are shown on Schedule B (the Plan Map) which is attached to and forms part of this plan.</li> <li>d) One single-dwelling residential unit per parcel may be permitted in any Commercial designation.</li> </ol>
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	<p><b>3.2 Village Commercial Policies</b></p> <p>a) Existing commercially zoned properties in the “Village Centre” (the Lockinvar Triangle area) are designated Village Commercial.</p> <p>b) The Village Centre shall be recognized as the main location for commercial activity in the planning area.</p> <p>c) The Village Commercial designation shall provide for a range of commercial uses including: retail, restaurant, personal service use, office use, institutional use, building supply sales and the servicing and fuelling of motor vehicles. The Zoning Bylaw will specify in detail the range of uses permitted.</p> <p>d) The expansion of the Village Commercial designation shall be considered based on compliance with the following criteria:</p> <ul style="list-style-type: none"> <li>i. adequate off-street parking, landscaping and pedestrian access is provided;</li> <li>ii. the design and site layout of the proposed development can be well integrated into the existing land use pattern in the Village Centre;</li> <li>iii. the parcel fronts onto a main road and access and egress to the parcel can be provided safely;</li> <li>iv. the additional area proposed for Village Commercial is small in size.</li> </ul> <p>e) Land in the Village Commercial designation and any future additions to the Village Commercial designation shall be placed in the Village Centre development permit area so as to ensure that the form and character of development which occurs is consistent with the existing character of the Folklife Village.</p> <p><b>Development Permit Area:</b></p> <p>The Gabriola Village Centre area (including this property) is designated as a development permit area (DP-7) for the purposes of establishing objectives for form and character, water conservation and reduction of greenhouse gas emissions.</p> <p><b>However, the proposed development falls under exemption F.7.2.1.e. (see explanation in LUB section below).</b></p>
<p>Land Use Bylaw</p> <p>(LUB No. 177, 1999)</p>	<p><b>Current zoning: Village Commercial 1 (VC1)</b></p> <p><b>D.3.1.1 Permitted Uses</b></p> <p>The uses permitted in Article B.1.1.1, plus the following uses ... in the VC1 zone:</p> <p><b>a. Permitted <i>Principal</i> uses ...</b></p> <p><b>ix <i>building material supply</i></b></p> <p><b>D.3.1.3 Regulations</b></p> <p>The general regulations in Part B, plus the following regulations apply in the Village Commercial 1 (VC1) zone:</p> <p><b>a. <i>Buildings and Structure Height</i> Limitations</b></p> <ul style="list-style-type: none"> <li>i. The maximum <i>height of buildings and structures</i> is 9.0 metres (29.5 feet).</li> </ul>



b. *Buildings and Structures* Siting Requirements

- i. The minimum *setback* for *buildings* or *structures* except for a sign, fence, or pump/utility house is:
  - **6.0 metres (19.7 feet) from the front lot line;**
  - 3.0 metres (9.8 feet) from any *interior lot line*, except where the *interior lot line* abuts a commercial or industrial zone in which case there is no *setback* requirement from the *interior lot line*; and
  - 3.0 metres (9.8 feet) from another *building* sited on the same *lot*.
- ii. There is no *setback* requirement from any *exterior side lot line*.

c. *Lot Coverage and Floor Area Ratio* Limitations

- i. The maximum combined *lot coverage* by *buildings* and *structures* is 40 percent of the *lot area*.
- ii. The maximum *floor area ratio* is 0.25

**Note: The applicant is requesting a relaxation to the front lot line setback minimum of 6.0 metres (19.7 feet) to permit the construction of a new gabled entryway to be a minimum of 2.38 metres (7'-10") from the front lot line.**

### F.7 DP-7 The Village Centre

#### F.7.2 Exemptions

**F.7.2.1** The following activities are exempt from any requirement for a development permit. Despite these exemption provisions, owners must satisfy themselves that they meet any other application local, provincial or federal requirements.

- a. building painting, structural alterations and repairs of a minor nature that do not require a building permit
- b. building repairs and maintenance where the materials to be used are of the same type and form as the existing materials
- c. the installation of carved wood signs on parcels where there are existing buildings, provided the signs do not exceed the maximum sizes permitted in this Bylaw
- d. The installation of bicycle racks, bicycle or bus shelters or electric vehicle charging stations;
- e. additions resulting in less than a 5% increase in floor area of a principal building or an accessory building where no changes to landscaping or access to the site are proposed.**

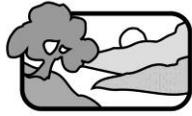
The applicant has confirmed the following:

- 1. The addition is approximately 420 square feet, which results in less than a 4% increase in floor area of the principal building;
- 2. There will be no changes to landscaping. All existing trees and vegetation shall remain; and
- 3. There will be no changes to the overall access to the site. The front door remains in the same location, and access directly off of the Ross Way will remain.

**In light of the above confirmations, staff are satisfied that this development activity, as proposed, would be exempt from requiring a Development Permit.**



<p>Other Regulations</p>	<p>This property is not within the Agricultural Land Reserve.          No mapped crown leases, LTC covenants, water service areas, parks, conservancy covenants, or protection/management areas.          Mapped groundwater vulnerability is moderate for this property.</p> <p><b><u>Islands Trust Policy Statement</u></b></p> <p>The following Islands Trust Policy Statements pertain to this proposed development:</p> <p><b>POLICIES FOR STEWARDSHIP OF RESOURCES</b></p> <p><b>4.4 Freshwater Resources</b></p> <p><b><i>Directive Policies</i></b></p> <p>4.4.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure:</p> <ul style="list-style-type: none"> <li>• neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater,</li> <li>• water quality is maintained, and</li> <li>• existing, anticipated and seasonal demands for water are considered and allowed for.</li> </ul> <p><b><i>Recommendations</i></b></p> <p>4.4.4 Trust Council encourages island property owners, residents and visitors to adopt conservation practices in their use of freshwater.</p> <p>4.4.7 Trust Council encourages government agencies, corporations, property owners and residents to use innovative technologies that promote efficient use of freshwater resources, including cisterns, alternative sewage disposal systems, reuse of water, the treatment and use of grey water, and the use of water saving devices.</p> <p><b>POLICIES FOR SUSTAINABLE COMMUNITIES</b></p> <p><b>5.2 Growth and Development</b></p> <p><b><i>Commitments of Trust Council</i></b></p> <p>5.2.1 Trust Council holds that growth and development in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character.</p> <p>5.2.2 Trust Council holds that tree cover on the islands is of great importance and should be preserved.</p> <p><b><i>Directive Policies</i></b></p> <p>5.2.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.</p> <p>5.2.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.</p> <p>5.2.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.</p>
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	<p><b>5.3 Transportation and Utilities</b>  <b>Directive Policies</b>            5.3.7 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.</p> <p><b>5.7 Economic Opportunities</b>  <b>Commitment of Trust Council</b>            5.7.1 Trust Council holds that economic opportunities should be compatible with the conservation of resources and protection of community character.</p> <p><b>Directive Policy</b>            5.7.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.</p>
Covenants	Title indicates undersurface rights (including for minerals and coal); and Statutory Right of Way S82894 for telephone. None applicable to this development proposal.
Bylaw Enforcement	None.

**SITE INFLUENCES**

Islands Trust Fund	Proposal does not affect a Trust Fund covenant or Trust Fund property.
Islands Trust Fund Regional Conservation Plan	Map 8 of the Islands Trust Fund Regional Conservation Plan indicates that the estimated importance of habitat composition is low for this property.
Species/Ecosystems at Risk	None mapped.
Sensitive Ecosystems	SEM maps the entire property as within a Young Forest Ecosystem (factsheet available on our website: <a href="http://islandstrust.bc.ca/ltc/ma/pdf/maimportecofactyngforest.pdf">http://islandstrust.bc.ca/ltc/ma/pdf/maimportecofactyngforest.pdf</a> ). However, there is currently very little vegetation on the site, as most of the property is hard surface paving plus buildings and structures.
Hazard Areas	<p>Islands Trust mapping indicates that a small area of the southern portion of the property has a low (light yellow) to moderate (dark yellow) risk for slope.</p> <p style="text-align: center;"><b>Figure 1: Slope Hazard Mapping</b></p> 

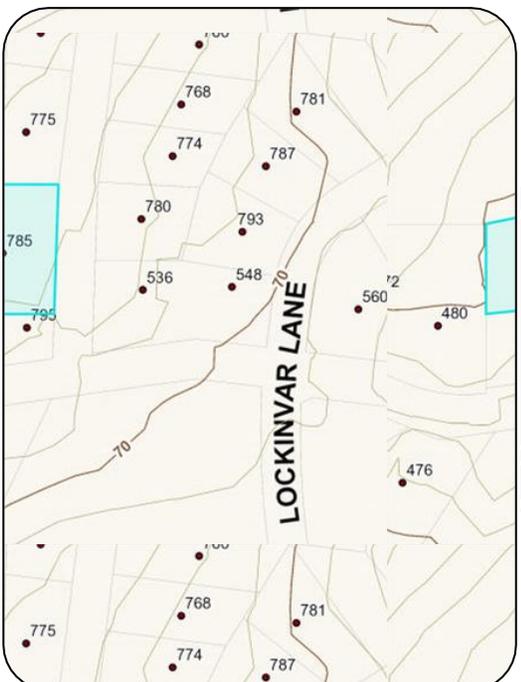


Figure 2: Contour Mapping

Archaeological Sites	<p>Remote Access to Archaeological Data (RAAD) mapping does not show any recorded or potential archaeological sites on or within 100 metres of the subject property.</p> <p>Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. This would most likely be indicated by the presence of areas of dark-stained soils containing conspicuous amounts of fire-stained or fire-broken rock, artifacts such as arrowheads or other stone tools, or even buried human remains. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.</p>
Climate Change Adaptation and Mitigation	To be addressed through the Development Permit application guidelines.
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	Not a waterfront property. Shoreline data not applicable.



Islands Trust

**NOTICE**  
**GB-DVP-2016.4 – Architrave (SMITH)**  
**GABRIOLA ISLAND LOCAL TRUST COMMITTEE**

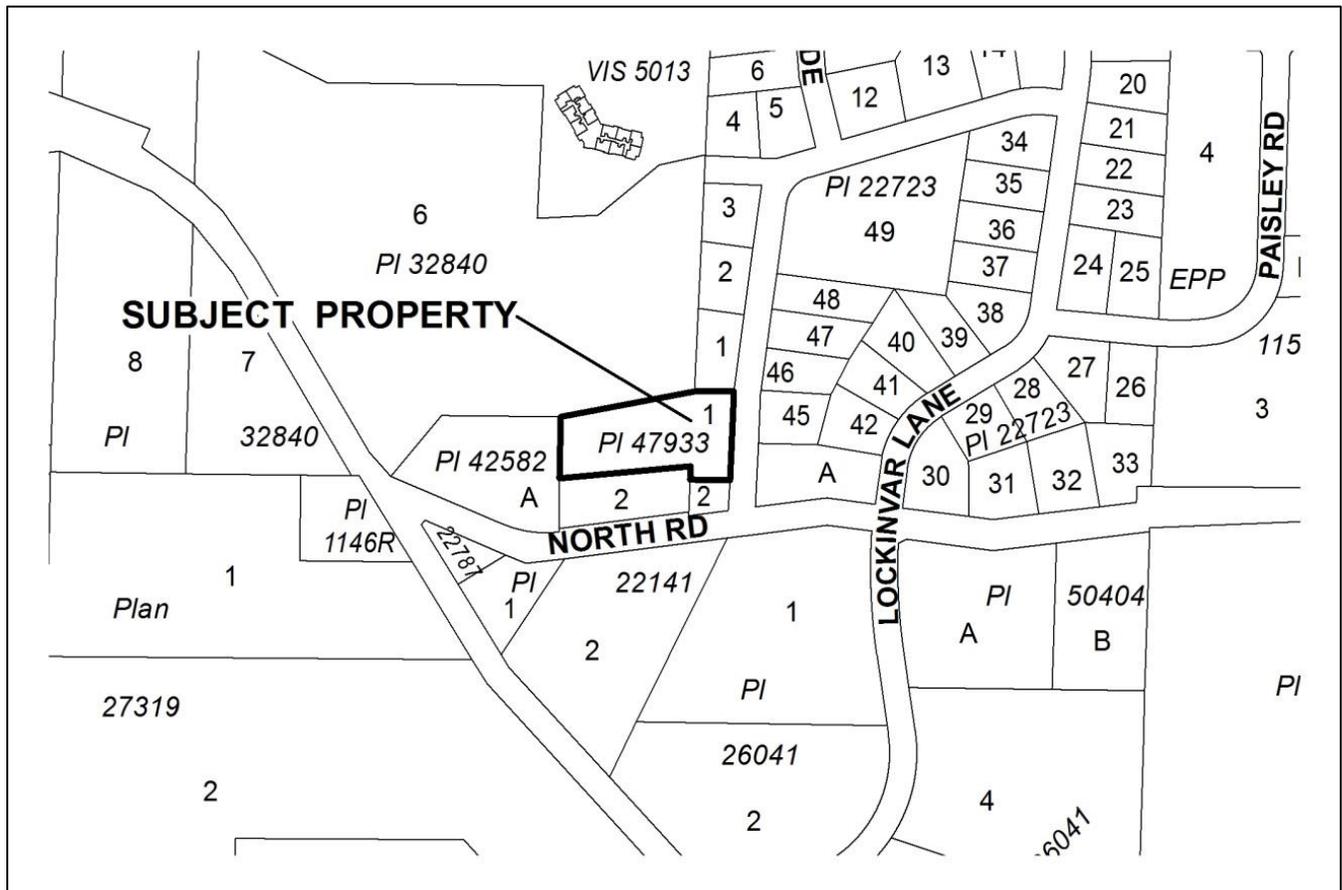
**NOTICE** is hereby given that the Gabriola Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 498 of the *Local Government Act*, varying the Gabriola Island Land Use Bylaw No. 177, 1999, in general terms, as follows:

**The minimum front lot line setback would be varied to permit the siting of a gabled entryway addition onto the existing principal building, in order to be located a minimum of 2.38 metres (7 feet, 10 inches) from the front lot line.**

The property is legally described as:

PID 012-935-697: Lot 1, Section 20, Gabriola Island, Nanaimo District, Plan 47933;

The general location of the subject area is shown in the following sketch:



A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, V0R 1X3, between the hours of 8:30 am and 4:00 pm, Monday to Friday inclusive, excluding Statutory Holidays, commencing October 31, 2016 and continuing up to and including November 9, 2016. Also, attached for your convenience, is a copy of the proposed Permit.

If you have any questions or comments regarding the proposed Permit, please contact Teresa Rittemann, Planner 1, at 250-247-2200; for Toll Free Access, request a transfer via Enquiry BC: in Vancouver 604-660-2421 and elsewhere in BC at 1-800-663-7867.

Written submissions should be sent to:

**Mail:** Islands Trust  
700 North Road  
Gabriola Island, BC  
V0R 1X3

**Fax:** 250-247-7514

**Email:** [trittermann@islandstrust.bc.ca](mailto:trittermann@islandstrust.bc.ca)

Following the end of the notice period, the Gabriola Island Local Trust Committee may consider issuance of the proposed Permit at its Regular Business Meeting to be held at 10:15 am, Thursday, November 10, 2016, at the Gabriola Arts & Heritage Centre, 476 South Road, Gabriola Island, BC.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Becky McErlean  
Deputy Secretary

# PROPOSED



Islands Trust

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
DEVELOPMENT VARIANCE PERMIT  
GB-DVP-2016.4 – SMITH (ARCHITRAVE)**

**TO:** Lynn and Patrick Smith

1. This Development Variance Permit applies to the land described below:

PID 012-935-697

Lot 1, Section 20, Gabriola Island, Nanaimo District, Plan 47933;

2. Pursuant to Section 498 of the *Local Government Act*, the *Gabriola Island Land Use Bylaw No. 177, 1999* is varied as follows:

a) **PART D - ZONES**, Section **D.3 COMMERCIAL AND INDUSTRIAL ZONES**, Subsection **D.3.1 Village Commercial 1 (VC1)**, Article **D.3.1.3 Regulations**, Clause **b. Buildings and Structures Siting Requirements**, Item i.: "The minimum *setback* for *buildings* and *structures* except for a sign, fence, or pump/utility house is: 6.0 metres (19.7 feet) from the *front lot line*";

- Is varied in order to reduce the front lot line setback from 6.0 m to 2.38 metres (7'-10") for the addition of a gabled entryway to the existing principal building, as shown in Schedules "A", "B", and "C" attached to and forming part of this permit.

3. All buildings and structures shall be consistent with Schedule "A" which is attached to and forms part of this permit. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of the Gabriola Island Land Use Bylaw No. 177, 1999 including use and density, and to obtain other appropriate approvals necessary for completion of the proposed development.

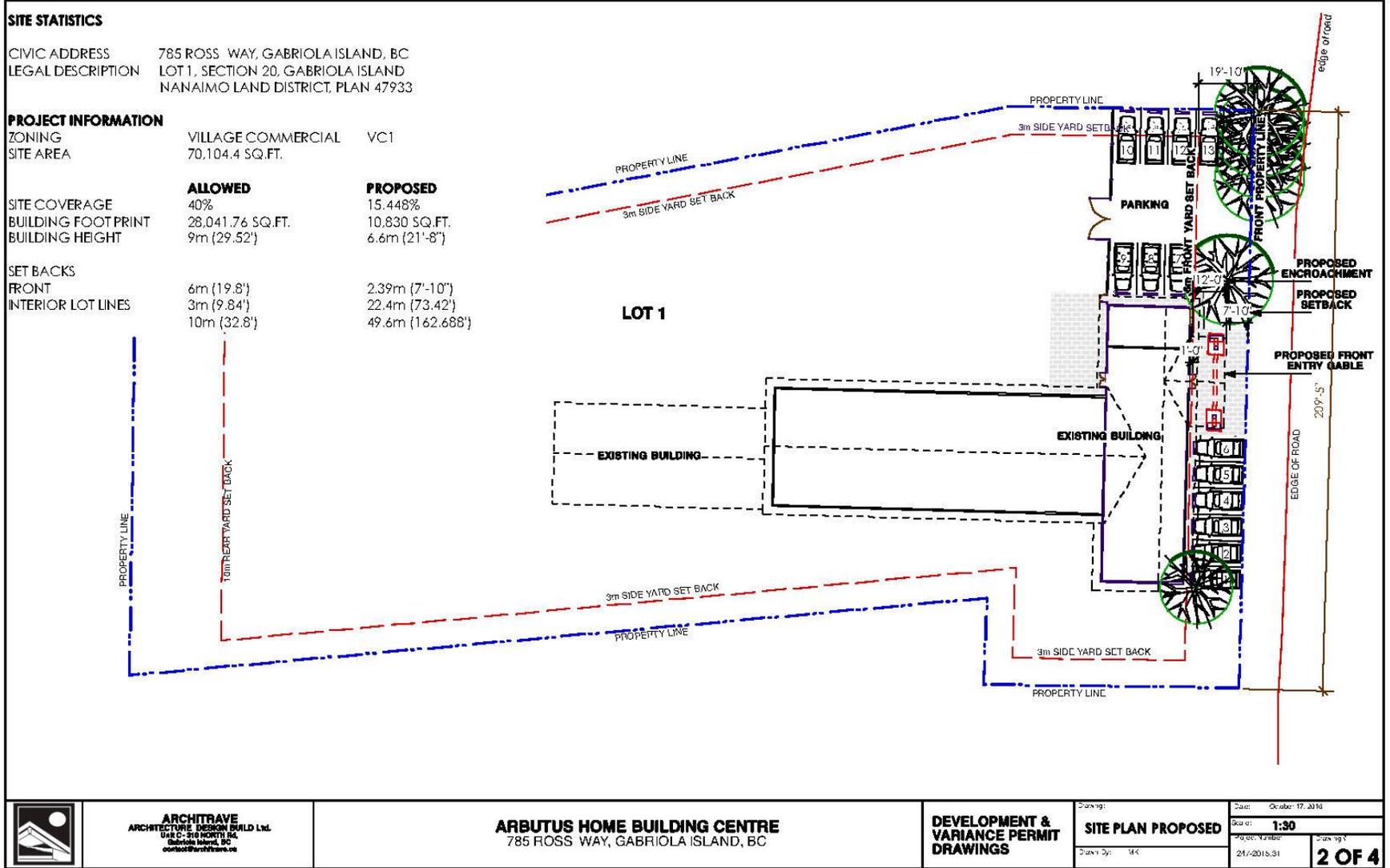
**AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
THIS \_\_\_ DAY OF \_\_\_\_\_, 2016.**

\_\_\_\_\_  
**Deputy Secretary, Islands Trust**

\_\_\_\_\_  
**Date of Issuance**

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE \_\_\_ DAY OF 2018,  
THIS PERMIT AUTOMATICALLY LAPSES.**

Schedule "A"



**ARCHITRAVE**  
ARCHITECTURE DESIGN BUILD L.L.C.  
1144 C-2ND STREET N.E.  
VANCOUVER, BC  
contact@architrave.ca

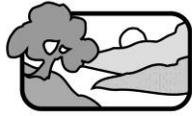
**ARBUTUS HOME BUILDING CENTRE**  
785 ROSS WAY, GABRIOLA ISLAND, BC

**DEVELOPMENT & VARIANCE PERMIT DRAWINGS**

Drawing: <b>SITE PLAN PROPOSED</b> Drawn By: MK	Date: October 17, 2016 Scale: <b>1:30</b> Project Number: 217-2015-31	Drawing: <b>2 OF 4</b>
----------------------------------------------------	-----------------------------------------------------------------------------	------------------------







File No.: GB-DVP-2016.5 and GB-DVP-2016. 2 (Mid Island Consumer Services Cooperative)

DATE OF MEETING: November 10, 2016  
TO: Gabriola Island Local Trust Committee  
FROM: Sonja Zupanec, Island Planner  
Northern Office  
SUBJECT: Development Variance Permit and Development Permit Application  
Applicant: Mid Island Consumer Services Co-operative  
Location: 548 North Road, Gabriola Island PID 026-113-317

## RECOMMENDATION

1. That the Gabriola Island Local Trust Committee approve issuance of Development Variance Permit GB-DVP-2016.5 with the following variance to Gabriola Island Land use Bylaw No. 177, 1999:
  - (a) Section B.4.1.3 is varied to permit the illumination of the fuel price portion of the proposed signage.
2. That the Gabriola Island Local Trust Committee approve issuance of Development Permit GB-DP-2016.2 with the following conditions:
  - (a) The Co-op building shall be renovated substantially in accordance with the Schedule 1 "Proposed Floor Plans and Elevations", attached to and forming part of this Permit.
  - (b) Business signage shall be in accordance with the Schedule 1 "Proposed Signage", attached to and forming part of this Permit.
  - (c) Bicycle parking areas shall be provided in accordance with the Schedule 1 "Proposed South Elevation" and "Proposed East Elevation" attached to and forming part of this Permit.
  - (d) Exterior finishing shall be provided substantially in accordance with the Schedule 1 "Proposed Exterior Finishes/Colours", attached to and forming part of this Permit.

## REPORT SUMMARY

The purpose of this report is to provide a planning analysis and recommendations on: the Development Variance Permit (DVP) application to vary the illuminated sign regulation of the Gabriola Island Land Use Bylaw; and the Development Permit (DP) application for exterior renovations to the existing Co-op fuel station/convenience store. Staff support the issuance of the DVP and DP as presented in this report.

## BACKGROUND

The applicant is proposing renovations to the interior and exterior of the existing fuel station/convenience store building (Attachment 4– Application). The renovations are proposed in order for the exterior of the building to be more consistent with the Co-op corporate standards for form and character. A summary of proposed changes to the exterior include:

- Recladding the gas pump canopy in fibre cement siding in corporate colour;
- Constructing a new faux gable roof pitch to match adjacent gable;
- Installing a new co-op standard logo sign on the faux gable with gooseneck lighting;
- Installing new timber details to the entrance of the store;
- New painted fibre cement shingles in corporate colour;
- Removal of existing lean-to building along entire eastern portion of building;
- Changes to location of main entrance opening and window openings along the south elevation;
- Repainting the adjacent tenancy building to match the Co-op side;
- Installation of a new bike rack on the east side of the building; and
- Replacing the fuel price sign with a new corporate standard logo and LED numbers.

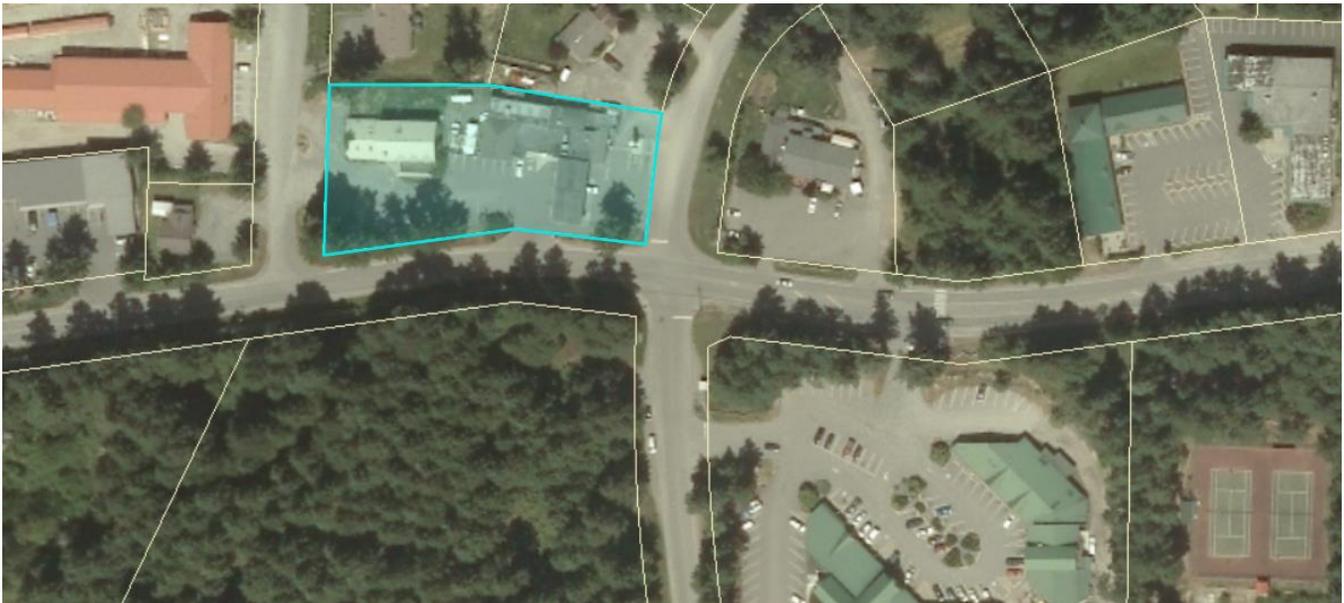


Figure 1. Subject Property, 548 North Road Gabriola Island

## ANALYSIS

### Policy/Regulatory:

The application is consistent with the subject property designation in the [Gabriola Island Official Community Plan Bylaw No. 166](#) (OCP) and the zoning in the [Gabriola Island Land Use Bylaw No. 177](#) (LUB) (Attachment 1 – Site Context).

Section B.1.4.3 of the LUB states ‘Illuminated signs are not permitted’ in any zone on Gabriola Island. As the proposed replacement of the fuel price sign includes new illuminated LED numbers, the applicant is requesting a variance to section B.1.4.3 of the LUB (Attachment 5– Draft DVP Notice and Permit). A similar variance was granted in 2005 for the current green illuminated letters ‘Co-op’ on the fuel sign. According to the applicant, this signage is a corporate standard for the Co-op brand; the LED technology is energy efficient and the digital pricing

is clearly visible to customers. The proposed LED sign lighting does not enhance or interfere with pedestrian safety or visibility, and is designed to emit a low level of light in the dark.

Section F.7.3 of the LUB contains the guidelines of Development Permit Area -7 (DP-7) 'The Village Centre'. As the application is for minor changes to the exterior and interior of the building and not for redevelopment of the subject property, the application is not subject to many of the guidelines in DP-7 (Attachment 3– DPA Checklist). Staff analysis of the application concludes that the proposal as presented is consistent with the relevant guidelines of DP-7.

### **Issues and Opportunities:**

Improved clarity on the types of illuminated signage permitted on Gabriola is currently being considered through the '[Roadside Signage Review Project](#)'. The use of LED lighting to display gas prices to customers is a common practice for modern fuel station businesses. The intent of regulation B.1.4.3 of the LUB is to prohibit backlighting of signs, which can adversely impact the rural ambiance of the night sky and add to night-light pollution. The applicant is not proposing to use backlighting to illuminate the canopy of the fuel pumps, nor the 'Co-op' logo. Only the numbers in the listed fuel price would be lit at all times of the day and night, similar to the current illumination of the 'Co-op' letters on the fuel price sign.

### **Consultation:**

Notification of this variance application (Attachment 5– Draft Notice and DVP Permit) was distributed to neighbouring property owners and tenants (within 100 metres) on October 31, 2016 in accordance with statutory requirements. Any submissions received will be presented verbally at the LTC meeting on November 10, 2016.

### **Rationale for Recommendation:**

The proposed variance to permit LED illumination of gas prices on their main sign will not detract from the rural form and character of the village centre or adversely impact Gabriola's efforts to maintain dark night skies. Proposed exterior building renovations are minor in nature and consistent with the form and character guidelines of DP-7. Staff recommends approval of the DVP and DP application as outlined in the recommendations on page 1 of this report.

## **ALTERNATIVES**

### **1. Deny the application**

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Suggested wording for such a resolution is as follows:

*"That the Gabriola Island Local Trust Committee deny application GB-DVP-2016.5 and GB-DP-2016.2 for the following reasons [insert reasons]."*

### **2. Hold the application in abeyance**

The LTC may choose to hold the application in abeyance pending completion of the roadside signage bylaw review process.

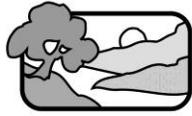
## **NEXT STEPS**

If the DVP and DP are approved by the LTC, the applicant may apply for a building permit with the Regional District of Nanaimo to commence construction on the subject property.

Submitted By:	Sonja Zupanec, RPP, MCIP Island Planner	October 18, 2016
Concurrence:	Ann Kjerulf, RPP, MCIP Regional Planning Manager	October 21, 2016

**ATTACHMENTS**

1. Site Context
2. Location of DP-7
3. DPA Checklist
4. Application and Supporting Materials
5. Draft DVP Notice and Permit
6. Draft Development Permit



**LOCATION**

Legal Description	Lot A (DD EW157667) Plan 22723 Section 20 Nanaimo District
PID	026-113-317
Civic Address	548 North Road, Gabriola Island, BC

**LAND USE**

Current Land Use	Fuel station; convenience store, liquor store
Surrounding Land Use	Residential uses directly north and south of subject property; Wine Cellar and Home Hardware to west and Robert's Place to the east.

**HISTORICAL ACTIVITY**

<b>GB-DP-26-85</b>	Details unavailable
<b>GB-DP-01-98</b>	New canopy over diesel fuel pumps
<b>GB-DP-01-99</b>	Details unavailable
<b>GB-DP-2002.4</b>	Proposed addition to fuel canopy and new parking
<b>GB-DP-2004.2</b>	Construction of new Liquor Store portion of building
<b>GB-DVP-2005.2</b>	Increase maximum total sign area to 46.5 ft <sup>2</sup> per business and illumination of the word 'Co-op'

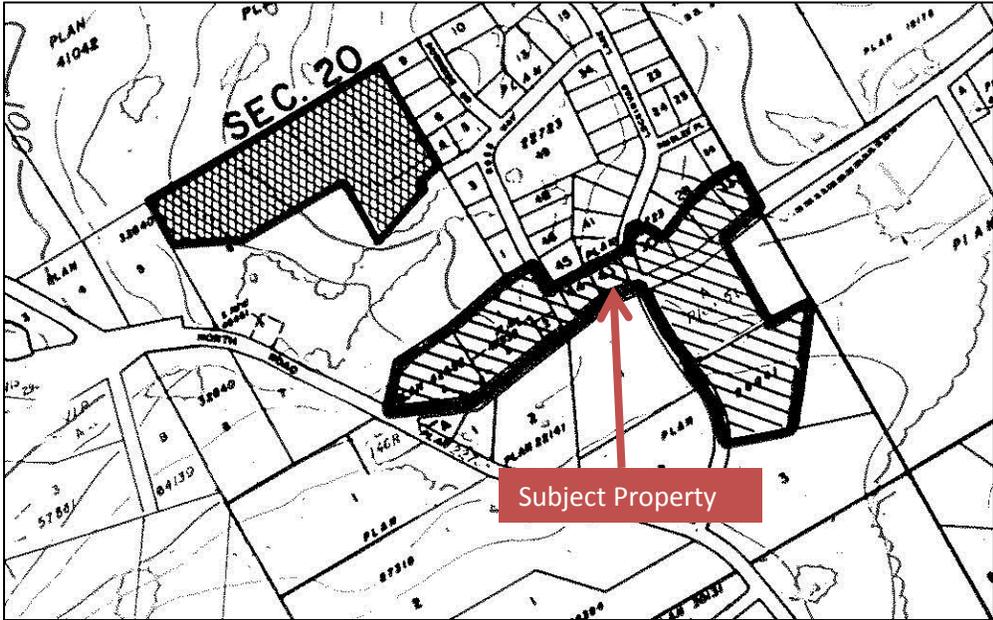
**POLICY/REGULATORY**

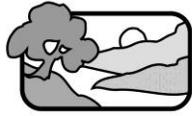
Official Community Plan Designations	Commercial (Village) – C(V) Development Permit Area 7 – The Village Area
Land Use Bylaw	Village Commercial 1 (VC1) Signage Regulations
Other Regulations	N/A
Covenants	N/A
Bylaw Enforcement	N/A

**SITE INFLUENCES**

Islands Trust Fund	N/A
Regional Conservation Strategy	N/A
Species at Risk	N/A
Sensitive Ecosystems	N/A
Hazard Areas	N/A
Archaeological Sites	N/A
Climate Change Adaptation and Mitigation	No potential GHG emission changes resulting from approval and no anticipated climate change induced hazards, eg sea level rise.]
Shoreline Classification	Not Applicable

Attachment 2. Development Permit Area 7 – Village Commercial





## DP-7 THE VILLAGE CENTRE

Guideline	Complies	Planner Comments
<b>F.7.3.1</b> The character of each development shall be in keeping with the island environment and be capable of blending in with the aesthetic qualities of the natural surroundings.	yes	<ul style="list-style-type: none"> <li>• Addition of faux gable;</li> <li>• New lapped siding and shingles on exterior</li> <li>• Reclad canopy</li> <li>• New timber details at entrance</li> </ul>
<b>F.7.3.2</b> The development shall incorporate small scale building designs with such amenities as public walkways and outdoor open spaces for use by the public.	n/a	No changes proposed.
<b>F.7.3.3</b> Natural vegetation and trees shall be retained or planted and maintained for screening of parking and storage areas and to enhance the atmosphere of public open spaces. Safety and visibility shall be considered in landscape design.	n/a	No changes proposed.
<b>F.7.3.4</b> Lighting should be kept to the minimum necessary for pedestrian safety and visibility, in order to maintain a low level of light in the night-time atmosphere.	yes	<ul style="list-style-type: none"> <li>• Use of gooseneck lighting above main 'Co-op' sign and main entrance</li> <li>• No illumination of corporate logo on freestanding sign or fuel pump canopy</li> </ul>
<b>F.7.3.5</b> Signs made from natural materials or incorporating material produced by local artisans and crafts people are encouraged.	yes	Freestanding fuel price sign to be renovated to corporate standard with two sided logo on painted siding and repainted posts. Existing rock base to be maintained. Fuel price to be illuminated in red LED lighting.
<b>F.7.3.6</b> Pedestrian requirements include accessible, safe and landscaped walkways connecting the street to the businesses.	n/a	No changes proposed.
<b>F.7.3.7</b> Off-street parking shall be designed to be as unobtrusive as possible and where possible, located to the rear of the parcel away from public open spaces and eating areas and businesses should open to the street to create a greater sense of intimacy and walkability in the village core.	n/a	
<b>F.7.3.8</b> On-site integrated storm water management plans prepared by a qualified professional shall be required and implemented to reduce impervious cover, promote infiltration and capture and treat storm water runoff from 90% of the average annual rainfall using acceptable best management practices.	n/a	
<b>F.7.3.9</b> Where a building or use provides more than 25 parking spaces, one electric vehicle charging station capable of at least 110V and 220/240V charging must be provided and	n/a	



Guideline	Complies	Planner Comments
marked with a sign or symbol identifying the space is reserved for charging/parking an electric vehicle, electric scooter or electric bicycle.		
<b>F.7.3.10</b> Landscaping design and maintenance shall facilitate water retention, minimize the need for irrigation and discourage the use of lawns unless for a gathering or play area.	n/a	
<b>F.7.3.11</b> Landscaped islands of trees and shrubs no smaller in area than 4 square metres (43 square feet) each shall be used in parking areas located at a minimum of every 15 stalls to break up expanses of paving and parking and capture and infiltrate runoff.	n/a	
<b>F.7.3.12</b> Fifteen percent of the property shall be devoted to public open space with fifty percent of that amount along the road frontage. Storm water retention areas or rain gardens may be used to meet this requirement.	n/a	
<b>F.7.3.13</b> Seventy-five percent of the designated public open space shall be contiguous with no portion less than two metres in width and designated spaces shall be connected, where possible, to public pedestrian paths or access points on adjacent properties or roads.	n/a	
<b>F.7.3.14</b> Exterior surfaces of local and/or natural materials such as wood, stone or brick shall be encouraged.	Yes	<ul style="list-style-type: none"> <li>• Use of fibre cement lapped siding and shingles to look like wood</li> </ul>
<b>F.7.3.15</b> Facilities for recycling shall be provided in garbage collection areas.	n/a	

# PROPOSED



Islands Trust

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
DEVELOPMENT VARIANCE PERMIT  
GB-DVP-2016.5  
(MID ISLAND CONSUMER SERVICES CO-OPERATIVE)**

**TO:** Mid Island Consumer Services Co-operative

1. This Development Variance Permit applies to the land described below:

PID 026-113-317

Lot A, (DD EW157667) Section 20, Gabriola Island, Nanaimo District, Plan 22723

2. Pursuant to Section 498 of the *Local Government Act*, the *Gabriola Island Land Use Bylaw No. 177, 1999* is varied as follows:

a) **Part B - GENERAL REGULATIONS, Section B.4 SIGNS, Subsection B.4.1. Number and Total Area, Article B.4.1.3** "Illuminated signs are not permitted.";

- Is varied in order to permit the illumination of the fuel price portion of the proposed signage.

3. All buildings and structures shall be consistent with Schedule "A" which is attached to and forms part of this permit. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of the Gabriola Island Land Use Bylaw No. 177, including use and density, and to obtain other appropriate approvals necessary for completion of the proposed development.

**AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
THIS \_\_\_ DAY OF \_\_\_, 2016.**

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**Deputy Secretary, Islands Trust**

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**Date of Issuance**

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE \_\_\_ DAY OF 2018,  
THIS PERMIT AUTOMATICALLY LAPSES.**

**Schedule "A" – Proposed Floor Plan and Elevations**

**DELINIA**  
 ARCHITECTURE  
 4751 ORPHEUS ROAD LADYSMITH BC V1O 1G2  
 PHONE: 250.262.3358  
 email: delinia@delinia.ca



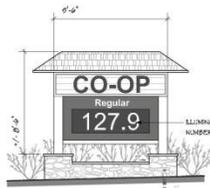
**RENOVATION TO CO-OP BUILDING**  
 548 NORTH ROAD  
 GABRIOLA ISLAND, B.C.

DRAWING TITLE:  
 - PROPOSED FLOOR PLANS & ELEVATIONS  
 - EXISTING AND PROPOSED SIGNAGE  
 - EXTERIOR FINISHES  
 SCALE:  
 AS FOLLOWS  
 DRAWN BY:  
 B.D. / C.M.  
 NUMBER:  
 dt1365.37.15  
 ISSUED:  
 FOR PRELIMINARY CLIENT REVIEW: 04 AUG 2016  
 FOR DEVELOPMENT PERMIT: 30 AUG 2016

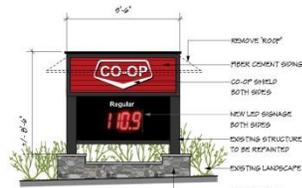
CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURFACES, EXPOSURES, LOCATIONS AND BEARING DATA WITH PROPOSALS. SPECIAL SERVICES FROM TO CONTRACTOR. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS. CONTRACTOR TO VERIFY ALL INFORMATION AND THE PROPOSALS. CONTRACTOR TO VERIFY ALL INFORMATION AND THE PROPOSALS. CONTRACTOR TO VERIFY ALL INFORMATION AND THE PROPOSALS. CONTRACTOR TO VERIFY ALL INFORMATION AND THE PROPOSALS.

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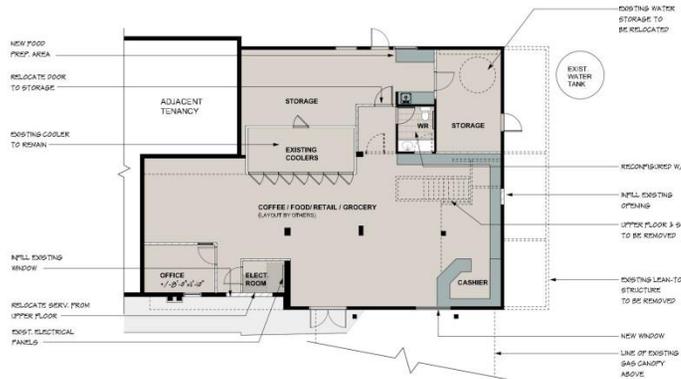
PR3



**EXISTING SIGNAGE**  
 (CORNER OF N. ROAD & LODGEWAY LANE)  
 SCALE: 1/4" = 1'-0"



**PROPOSED SIGNAGE**  
 (CORNER OF N. ROAD & LODGEWAY LANE)  
 SCALE: 1/4" = 1'-0"



**PROPOSED MAIN FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"  
 AREA: +/- 2,560 SQ.FT.



**PROPOSED SOUTH ELEVATION**  
 SCALE: 1/8" = 1'-0"



**PROPOSED NORTH ELEVATION**  
 SCALE: 1/8" = 1'-0"

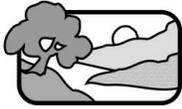


**PROPOSED EAST ELEVATION**  
 SCALE: 1/8" = 1'-0"



**PROPOSED EXTERIOR FINISHES / COLOURS**

# DRAFT



Islands Trust

## GABRIOLA ISLAND LOCAL TRUST COMMITTEE

### DEVELOPMENT PERMIT GB-DP-2016.2

To: Mid Island Consumer Services Co-operative

1. This permit applies to:

PID 026-113-317

Lot A, (DD EW157667) Section 20, Gabriola Island, Nanaimo District, Plan 22723

Whereas the subject property lies within Development Permit Area 7 “DP-7 The Village Centre”, the Gabriola Island Use Bylaw No. 177, 1999 is supplemented as follows:

#### **1. Buildings & Structures**

a. The Co-op building shall be renovated substantially in accordance with the Schedule 1 “Proposed Floor Plans and Elevations”, attached to and forming part of this Permit.

#### **2. Signage**

Business signage shall be in accordance with the Schedule 1 “Proposed Signage”, attached to and forming part of this Permit.

#### **3. Off-Street Parking**

a. *Bicycles*

Bicycle parking areas shall be provided in accordance with the Schedule 1 “Proposed South Elevation” and “Proposed East Elevation” attached to and forming part of this Permit.

#### **4. Exterior Finishes**

Exterior finishing shall be provided substantially in accordance with the Schedule 1 “Proposed Exterior Finishes/Colours”, attached to and forming part of this Permit.

This permit does not relieve the applicant from complying with the provisions of the Gabriola Island Official Community Plan Bylaw No. 166, 1997 and the Gabriola Island Land Use Bylaw No. 177, 1999.

AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE THIS x DAY OF x 201x.

---

Deputy Secretary, Islands Trust

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Date Issued

IF THE DEVELOPMENT HEREIN IS NOT SUBSTANTIALLY COMMENCED BY THE xx DAY OF xx 201x THIS PERMIT AUTOMATICALLY LAPSES.

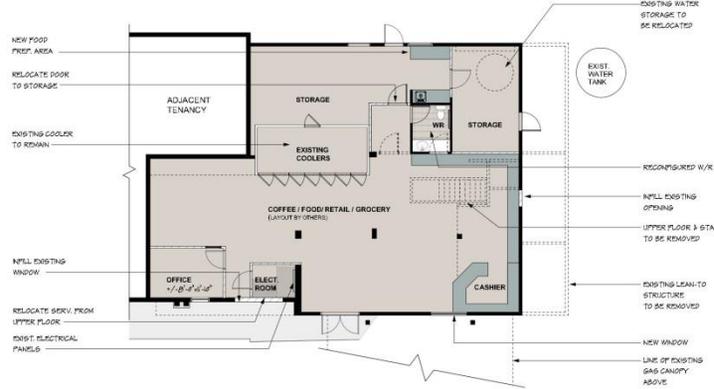
**DRAFT**



**GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
DEVELOPMENT PERMIT GB-DP-2016.2**

## **Schedule 1**

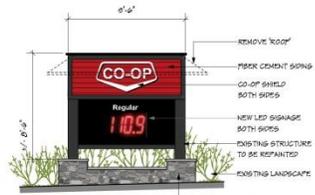
**Proposed Floor Plans and Elevations**



**PROPOSED MAIN FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"  
 AREA: +/- 2,516 SQ.FT.



**EXISTING SIGNAGE**  
 CORNER OF FLOOR & DOORWAY LINE  
 SCALE: 1/4" = 1'-0"



**PROPOSED SIGNAGE**  
 CORNER OF FLOOR & DOORWAY LINE  
 SCALE: 1/4" = 1'-0"

**DELINEA**  
 DESIGN CONSULTANTS LTD.  
 4075 CORMAN ROAD, LADYSMITH BC, V0G 1G2  
 PH: 250.358.3888  
 EMAIL: delinea@delinea.net



**RENOVATION TO CO-OP BUILDING**  
 548 NORTH ROAD  
 GABRIOLA ISLAND, B.C.



**PROPOSED SOUTH ELEVATION**  
 SCALE: 1/8" = 1'-0"



**PROPOSED NORTH ELEVATION**  
 SCALE: 1/8" = 1'-0"

**DRAWING TITLE:**  
 - PROPOSED FLOOR PLANS & ELEVATIONS  
 - EXISTING AND PROPOSED SIGNAGE  
 - EXTERIOR FINISHES

**SCALE:**  
 AS NOTED

**DRAWN BY:**  
 B.D. / C.M.

**NUMBER:**  
 01395.37.15

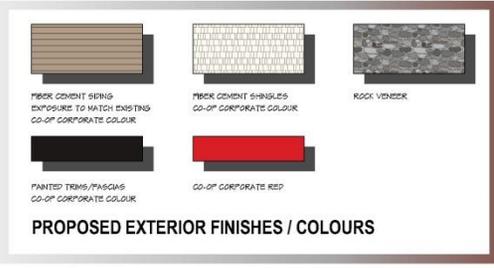
**ISSUED:**  
 FOR PRELIMINARY CLIENT REVIEW 04 AUG. 2016  
 FOR DEVELOPMENT PERMIT 30 AUG. 2016

**CONTRACTOR TO VERIFY ALL LINES, LEVELS, SIZES, SPACINGS, LOCATIONS OF BUILDING AND SITE PROVISIONS OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK IS TO BE COMPLETED PRIOR TO ALL LOCAL BUILDING BYLAWS. CONTRACTOR RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.**

**PAGE NO:**  
 PR3



**PROPOSED EAST ELEVATION**  
 SCALE: 1/8" = 1'-0"



**PROPOSED EXTERIOR FINISHES / COLOURS**

**DRAFT**

Schedule 1 GB-DP-2016.2



DATE OF MEETING: November 10, 2016  
TO: Gabriola Island Local Trust Committee  
FROM: Rob Milne, Island Planner  
Northern Office  
SUBJECT: **Application to Redesignate and Rezone Lands to Facilitate Density Transfer and Parkland Donation**  
APPLICANT: Williamson and Associates

LOCATION: **Donor Lands:** The South East ¼ of Section 13, Gabriola Island, Nanaimo District Except The South West ¼ of the South West ¼ of The Said South East ¼; South West ¼ of Section 14, Gabriola Island, Nanaimo District ; West ½ of the North East ¼ of Section 10, Gabriola Island, Nanaimo District  
**Receiving Lands:** The South ½ of the North West ¼ of Section 19, Gabriola Island, Nanaimo District Except Part in Plan EPP13396; Lot 7, Section 20, Gabriola Island, Nanaimo District, Plan VIP86742; Lot 6, Section 20, Gabriola Island, Nanaimo District, Plan VIP86742; and Lot 1, Section 19, Gabriola Island, Nanaimo District, Plan 24354

## RECOMMENDATIONS

1. That the Gabriola Island Local Trust Committee give second reading to Bylaw No. 289 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997, Amendment No. 1, 2016”;
2. That the Gabriola Island Local Trust Committee give second reading to Bylaw No. 290 cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2016”;
3. That the Gabriola Island Local Trust Committee enter into a cost recovery agreement allowing Islands Trust legal counsel to draft and/or review a covenant which would be registered on all land titles applicable to the receiving lands and impose the following restrictions:
  - a. Requiring that the subdivision layout of the receiving lands, including the number, location and configuration of lots, be in substantial compliance with the proposed plan of subdivision;
  - b. Requiring the dedication of all proposed park lands at the time of the first subdivision;
  - c. Limiting the number of lots that may be created on the receiving lands to 25;
  - d. Prohibiting the future subdivision or creation of new parcels or lots on the receiving lands following the registration of a 25 lot strata plan;
  - e. Specifying the location of future trails (as recommended by Gabriola Land and Trails Trust and the Regional District of Nanaimo) where possible;
  - f. Requiring rainwater collection systems for the purpose of providing potable water;
  - g. Placing restrictions on the placement of onsite waste disposal systems to prevent contamination of groundwater, surface water, or existing wells; and
  - h. Placing any other restrictions on uses, buildings and structures in accordance with the recommendations of the hydrogeological assessment to mitigate potential impacts of the proposed development on groundwater quantity and quality, and surface water.
4. That the Gabriola Island Local Trust Committee hold a Special Meeting as a Community Information Meeting in regards to proposed Bylaw Nos. 289 and 290 upon completion of the hydrogeological assessment and draft restrictive covenant.

## REPORT SUMMARY

The purpose of this report is to provide to the Gabriola Island Local Trust Committee (LTC) a summary of the comments and referral responses which have been received to date relating to the subject application, and to present recommendations for next steps in the application review process.

## BACKGROUND

At the May 26, 2016 regular meeting of the Gabriola Local Trust Committee (LTC) consideration was given to a staff report dated May 2, 2016 which introduced the subject application and presented draft Bylaw Nos. 289 and 290 for the review of the LTC. Subsequent to those considerations the two bylaws were given first reading and the following motion was adopted:

### **GB-2016-052**

that the Gabriola Island Local Trust Committee forward Bylaw No. 289 and Bylaw No. 290, as amended, for early referral to include the following First Nations: Penelakut Tribe, Snuneymuxw First Nations, Cowichan Tribes, Halalt First Nation, Hul'qumi'num Treaty Group, Stz'uminus First Nation, Lake Cowichan First Nation, Lyackson First Nation and Semiahmoo First Nation as well as the Regional District of Nanaimo and the Advisory Planning Commission.

Following the direction of the LTC, referrals were sent out on June 9, 2016

At the Special Meeting of the LTC held on July 21, 2016 consideration was given to a staff report dated July 11, 2016 which reviewed the proceedings of the June 23, 2016 Special Meeting held to consider application GB-RZ-2016.1 and sought to address some of the issues and concerns which were expressed at that meeting. Following that consideration the LTC adopted the following resolution.

### **GB-2016-071 (July 21<sup>st</sup>)**

that the Gabriola Island Local Trust Committee request staff to send Bylaw Nos. 289 and 290 to the Ministry of Transportation and Infrastructure for early referral.

That referral was sent out on July 25, 2016.

At the September 8, 2016 regular meeting of the LTC consideration was given to a staff report dated August 13, 2016 and the following resolution adopted.

### **GB-2016-086**

that the Gabriola Island Local Trust Committee request staff to refer application GB-RZ-2016.1 to remaining agencies.

As identified in a July 11, 2016 staff report the bylaws were referred to agencies and groups noted in Table 1.

**Table 1: Referral Agencies and Groups**

<p><b><u>Federal Agencies</u></b>                  Environment Canada                  RCMP</p>	<p><b><u>Regional Agencies</u></b>                  Gabriola Fire Department</p>
<p><b><u>Provincial Agencies</u></b>                  Ministry of Transportation and Infrastructure                  Vancouver Island Health Authority                  Ministry of Forestry Lands and Natural Resource Operations                  Ministry of Agriculture                  Agricultural Land Commission                  BC Assessment Authority</p>	<p><b><u>Adjacent Local Trust Committees and Municipalities</u></b>                  Regional District of Nanaimo – Planning Department, Parks                  Regional District of Nanaimo – Building Department</p>
<p><b><u>Non-Agency Referrals</u></b>                  Gabriola Island Advisory Planning Commission                  Gabriola Ambulance Society                  Gabriola Land and Trails Trust                  Gabriola Land Conservancy                  RDN Parks and Open Spaces Committee                  Gabriola Groundwater Management Society                  Gabriola Rescue of Wildlife Society                  School District No. 68</p>	<p><b><u>First Nations</u></b>                  Penelakut Tribe                  Snuneymuxw First Nation                  Cowichan Tribes                  Halalt First Nation                  Hul’qumi’num Treaty Group                  Stz’uminus First Nation                  Lake Cowichan First Nation                  Lyackson First Nation</p>

**ANALYSIS**

**Referral Responses**

In total, the bylaws were referred to eight First Nations and 19 agencies and stakeholder groups. A response date of October 17 was identified. The responses received are listed and summarized in Table 2. Copies of the full responses are also attached to this report.

**Table 2: Summary of Statutory Referral Responses and Proposed Actions**

<b>Agency</b>	<b>Response</b>	<b>Proposed Action</b>	<b>Synthesis of Agency response</b>
Ministry of Transportation and Infrastructure	The Ministry of Transportation and Infrastructure has no objections to the Bylaw amendments.	No action required	Approval Recommended
Ministry of Forests, Lands and Natural Resource Operations (Authorizations)	Interests unaffected by bylaw	No action required	Interests unaffected
Vancouver Island Health Authority	Approval recommended for reasons outlined below:  Subject to compliance with intent of VIHA subdivision standards and BC Drinking <i>Water Protection Act</i> regulations as well as BC Health Hazards regulations.	No action required..	Approval Recommended

Regional District of Nanaimo	The proposed 136 ha park land addition to the 707 community Park is acceptable and that further information is required prior to the park land dedication in conjunction with the subdivision of the 'receiver' parcels, specifically in regards to whether the Mallet Creek reservoir and dam are included with the park land dedication area.	No actions required at this time	Approval Recommended subject to conditions
Lyackson First Nation	Should Lyackson First Nation identify greater interests in the future we retain the right to revise this assessment, However, at this time, we defer to Snuneymuxw whose title and governing authority is are directly affected	No action required	No objections at this time
RCMP	The Gabriola RCMP continues to support the building of a Church St. to Spruce connector road.	No action required	Approval recommended
Advisory Planning Commission	that the Gabriola Island Advisory Planning Commission give a recommendation to the Gabriola Island Local Trust Committee to proceed with the next steps in the proposed bylaw evaluation process on a conditional basis and the condition being that the bylaws are referred back to the Gabriola Island Advisory Planning Commission for further consideration once more information is available.	No objections at this time	No objections at this time
Gabriola Volunteer Fire Department	We would like to express our support of the subdivision proposal by Dr. Rooks.	No action required	Approval recommended
Gabriola Land and Trails Trust	Approval Recommended for reasons outlined below	No actions required at this time	Approval recommended
Gabriola Groundwater Management Society	Approval recommended subject to conditions outlined below. <ol style="list-style-type: none"> <li>1. Cisterns be installed on every new residence</li> <li>2. Rain water harvesting should be recommended to facilitate water management</li> <li>3. Mallet Creek dam, pond and riparian area should be retained within the strata area.</li> </ol>	No actions required at this time.	Approval recommended

In addition to the agency referral responses listed above responses have been received from community based organizations as listed in Table 3 below.

**Table 3: Community Organization Submissions**

Agency	Response	Proposed Action	Synthesis of Agency response
Gabriola Island Ratepayers Society	Gabriola Ratepayers considers this project proposal an opportunity not to be missed.	No actions required	Approval recommended
Gabriola Community Bus Foundation	The GCBF is generally in favour of the proposed Spruce to Church Mallett Creek Density Transfer....	No actions required at this time	Approval recommended
Gabriola Health Care Foundation	We urge the Trust to move forward with this proposal and give it favourable consideration.	No actions required	Approval recommended

### Correspondence

Correspondence has been received both in favour of, and in opposition to the proposed bylaws. As well, a number of submissions have been received which did not state a position on the application. Those submissions generally requested clarity on the bylaw process or identified issues such as water quality and supply that they wished to see discussed as part of the ongoing application review.

The following review includes all of the correspondence items which have been posted to the Gabriola Island Local Trust area “Projects” webpage entry for this application as of October 24<sup>th</sup>, 2016.

Excluding duplicate submission, or multiple submissions from the same individuals or groups not containing new information, submissions were received as follows.

- 55 submission expressed support for the subject application;
- 28 submissions (some representing neighbourhood groups) expressed opposition to the subject application; and
- 21 submissions stated neither support nor opposition to the application.

For those submissions which expressed support the most commonly cited grounds were:

- The potential increase in park lands which would provide improved watershed and habitat protection for areas such as Coats Marsh without an increase in taxes.
- Improved Island trail connections and improved walkability in the Village precinct.
- Focusing development in the Village core area (walkability).
- The connection of Church and Spruce Streets which was seen as improving emergency response times and providing alternative emergency and regular access to the Phase 4 area.

For those submissions which expressed opposition to the application the most commonly cited grounds were as follows:

- Concerns the proposed bylaws do not respect the policies in the OCP.
- General concerns regarding increased density on Gabriola Island and the potential impact on the Island’s water supply and the erosion of the Island lifestyle.

- Increased traffic on Spruce and Church Streets and the impacts on established neighbourhoods,` and pedestrian safety.
- Lack of a hydrological study.
- Loss of “Forestry” lands.

In the case of submissions which expressed neither opposition nor support for the application the most common comments included:

- Questions regarding the bylaws approval process.
- Requests to ensure water quality and supply is protected generally and concerns regarding the potential impacts upon the quality and supply of water near the proposed development.
- Possible impacts of the *Water Sustainability Act* upon the application
- Possible amendments to the bylaws to address concerns being expressed.
- Potential impacts of Spruce and Church Road connection on established neighbourhoods.

### **Issues and Opportunities:**

A review of the referral responses and correspondence indicates that application GB-RZ-2016.1 has a significant level of support amongst community members and other community stakeholders. Those supporting the proposal indicated the benefits as including: an increase in park lands which would provide improved watershed and habitat protection for areas such as Coats Marsh without an increase in taxes as well as improved trail connections and walkability. The other significant benefit identified was the connection of Spruce and Church roads and the potential improvement in emergency response times and the establishment of alternative access to the Phase 4 area.

As may also be seen a number of submissions express a concern regarding the potential impacts of the proposed development on the ground water supply in the vicinity of the proposed subdivision. Concerns regarding increased traffic levels in established neighbourhoods and increased density have also been expressed. The referral process and community consultation process to date has helped to provide a clearer understanding of what are seen as the most significant issues related to the application, which is the purpose and intent of those processes.

Based on a review of all input to date, staff recommends continuing with the public consultation process at this time.

At the September 8, 2016 meeting of the LTC the following motion was adopted:

#### **GB-2016-082**

That the Gabriola Island Local Trust Committee request that the applicant provide a hydrogeological assessment prepared by a Professional Engineer with experience preparing hydrogeological studies, of the impact of the proposed development on groundwater quantity and quality, and surface water affected by the proposed development, including options for collection, storage and drainage of surface water, and that planning staff work with the applicant to draft terms of reference for such a study, and that planning staff consult with the Water Protection Division of the Ministry of Forest, Lands and Natural Resource operations to draft terms of reference.

When completed, the proposed study should be helpful in assisting the community to assess the potential impacts of the proposed development on the ground water supply and the relative merits of the proposed land transfer and development application. The study will also assist in helping to better understand how the use of rainwater harvesting and storage could ameliorate those impacts.

The issue of the impacts upon traffic volumes and patterns which may result from a connection between Church and Spruce Streets is more subjective in nature and is one which staff sees as being best addressed at the community level through ongoing community dialogue and consultation.

**Consultation:**

As has been noted in this report the public consultation process to date has helped to crystalize and provide a better focus on what are seen as the most significant issues related to the application, including potential impacts upon groundwater. The LTC has previously requested the applicant provide a hydrogeological assessment using a terms of reference developed in consultation with staff and the Water Protection Division of the Ministry of Forest, Lands and Natural Resource Operations. It is the view of staff that once this assessment has been completed that it should be received by the LTC and presented to the public at a community information meeting (CIM).

One of the other fundamentals of this application is that of the specifics of the proposed subdivision plan (lots size, number etc.) and the right of access to park lands is to be guaranteed through the use of a s.219, *Local Government Act* (LGA) restrictive covenant. It is the recommendation of staff that the applicant be requested to enter in to a cost recovery agreement with the Islands Trust to allow for that document and other documents, such as those required to effect a transfer of title of the donor lands, be prepared for review by the LTC and presentation at a community information meeting, preferably at the same one held to present the hydrological assessment requested by the LTC.

It is the view of staff that, given the nature of the referral and community responses, proposed Bylaw Nos. 289 and 290 should be given second reading and consideration of a future public hearing only take place once a CIM has been held to present the requested hydrological assessment and proposed restrictive covenant(s) and other documents to the community.

Staff previously recognized the need to provide clear information to the community due to the complexity of the proposed density transfer application and OCP and LUB amendments proposed. Staff prepared a Frequently Asked Questions guide to assist in providing responses to common questions and concerns about the application (attached).

**Rationale for Recommendation:**

Staff does not see in the referral responses and community submissions a compelling reason to not move forward with the public consultation process for this application. Resolution of identified issues can be realized through the introduction of new information and tools which may address the concerns which have been identified.

It is recognized that amendments to the current proposed zoning bylaw will be required as the bylaws move forward through the consultation/approval process. However, the changes which are known to be needed are minor in nature and do not speak to the larger concerns, especially those related to water supply and quality and the use of cisterns and rainwater harvesting. It is the view of staff that the best approach to amending the bylaws would be to summarize the findings of the recommended CIM, which would focus on the hydrological study and legal tools, in a report to the LTC which would include a list of all amendments which are considered necessary to address the recommendation of the hydrological report and any other changes deemed necessary by the LTC to address concerns or issues which have been identified through the consultation process. This would likely require an additional CIM to present the proposed changes to the community, a step which should occur prior to consideration of a public hearing.

Staff is recommending giving the bylaws second reading as the consultation and referral processes have indicated a notable level of community support for the application. It should also be remembered that bylaws may be amended at second reading. In common local government practice this is usually the point where bylaws amendments are introduced, following completion of the referral and consultation processes and preceding a public hearing.

**ALTERNATIVES**

- 1. Amend Proposed Bylaws 289 and 290 prior to Second Reading**
- 2. Proceed no further**

**NEXT STEPS**

Appropriate next steps and actions have been identified in the body of this report and are reflected in the staff recommendations.

Submitted By:	Rob Milne, M.A., RPP, MCIP Island Planner	October 25, 2016
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	October 27, 2016

**ATTACHMENTS**

1. Ministry of Transportation and Infrastructure
2. Ministry of Forests, Lands and Natural Resource Operation
3. Vancouver Island Health Authority
4. Regional District of Nanaimo
5. Lyackson First Nation
6. RCMP
7. Gabriola Island Advisory Planning Commission
8. Gabriola Volunteer Fire Department
9. Gabriola Land and Trails Trust
10. Gabriola Groundwater Management Society
11. Gabriola Island Ratepayers Society
12. Gabriola Community Bus Foundation
13. Gabriola Health Care Foundation
14. Frequently Asked Questions
15. Bylaw 289
16. Bylaw 290

# BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Outlined Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reason Outlined Below

The Ministry has no objections to the Bylaw Amendments. This is not to be construed as subdivision approval.

Please note, all review relating to subdivision, road dedication, and road construction, will be assessed at the time of subdivision application.

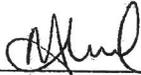
Gabriola Island Local Trust Area  
\_\_\_\_\_  
(Island)

Anika Johal  
\_\_\_\_\_  
(Name)

District Development Technician  
\_\_\_\_\_  
(Title)

October 14, 2016  
\_\_\_\_\_  
(Date)

289 (OCP) and 290 (LUB)  
\_\_\_\_\_  
(Bylaw Number)

  
\_\_\_\_\_  
(Signature)

Ministry of Transportation and Infrastructure  
\_\_\_\_\_  
(Agency)

250-751-3277  
\_\_\_\_\_  
(Phone Number)

# BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Outlined Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reason Outlined Below

\_\_\_\_\_  
Gabriola Island Local Trust Area  
(Island)

\_\_\_\_\_  
Bonita Wallace  
(Name)

\_\_\_\_\_  
Land Technical Officer  
(Title)

\_\_\_\_\_  
September 19, 2016  
(Date)

\_\_\_\_\_  
289 (OCP) and 290 (LUB)  
(Bylaw Number)

  
\_\_\_\_\_  
(Signature)

**Authorizations, Ministry of Forests, Lands and Natural  
Resource Operations**  
\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
(250) 751-7248  
(Phone Number)

Digitally signed by Bonita Wallace, Land Technical Officer  
DN: cn=Bonita Wallace, Land Technical Officer, o=Forests Lands and Natural Resource Operations,  
ou=Authorizations, West Coast Region, email=BonitaWallace@gov.bc.ca, c=CA  
Date: 2016.09.19 08:49:30 -0700

Bylaws Nos 289 & 290 Spruce Road & Church Rd.

### BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Outlined Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reason Outlined Below

That I see this application through the referral process with Min. of Transportation and Infrastructure to ensure it meets the intent of VIKH's Subdiv. Standards

Thank You  
*Glenn J. Gibson*  
Glenn J. Gibson

Approval recommended for the continuation of the referral process to ensure compliance with the BC Drinking Water Protection Act/Regs as well as BC Health Hazard Regulation compliance.

Gabriola Island Local Trust Area

(Island)

*Jill Lockwood*

(Name)

Environmental Health Officer

(Title)

*Oct 3 2016*

(Date)

289 (OCP) and 290 (LUB)

(Bylaw Number)

*Glenn J. Gibson*

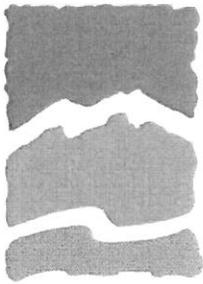
(Signature)

Vancouver Island Health Authority

(Agency)

*250 755 6215*

(Phone Number)



REGIONAL  
DISTRICT  
OF NANAIMO

October 31, 2016

Islands Trust Northern Office  
700 North Road  
Gabriola Island, BC V0R 1X3

Sent via Email:  
[rmilne@islandstrust.bc.ca](mailto:rmilne@islandstrust.bc.ca)

Attn: Rob Milne, Island Planner, Islands Trust

Dear Mr. Milne:

**Re: Bylaw referral regarding Bylaws Nos. 289 and 290 (Potlach Density Transfer and Parkland Dedication)**

This letter is in reference to your correspondence dated June 8, 2016 requesting comments from the Regional District regarding the early referral for Bylaws Nos. 289 and 290 which proposes parkland dedication on Gabriola Island.

At the October 25<sup>th</sup>, 2016 Regional District of Nanaimo Board Meeting the recommendations from the Electoral Area 'B' Parks and Open Space Advisory Committee were reviewed and the following resolution was approved:

*MOVED Director Houle, SECONDED Director Kipp, that the Gabriola Island Local Trust Committee of the Islands Trust be advised that the proposed 136-hectare park land addition to the 707 Community Park is acceptable and that further information and discussion is required prior to the park land dedication in conjunction with the subdivision of the 'receiver' parcels, specifically in regards to whether the Mallett Creek reservoir and dam be included within the park land dedication area.*

**CARRIED**

Should you have any questions pertaining to the above resolution, please contact Elaine McCulloch, Community Parks Planner at 1-888-828-2069.

Sincerely,

Elaine McCulloch  
Parks Planner

CC: T. Osborne, General Manager, Recreation and Parks  
W. Marshall, Manager of Parks  
H. Houle, RDN Director, Electoral Area 'B'

RECREATION AND PARKS DEPARTMENT

HEAD OFFICE:  
Oceanside Place  
830 West Island Highway  
Parksville, BC  
V9P 2X4  
(250) 248-3252  
Fax: (250) 248-3159  
Toll Free: 1-888-828-2069

Ravensong Aquatic Centre  
737 Jones Street  
Qualicum Beach, BC  
V9K 1S4  
(250) 752-5014  
Fax: (250) 752-5019

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

## Rob Milne

---

**From:** Reception <Reception@lyackson.bc.ca>  
**Sent:** Wednesday, July 20, 2016 2:47 PM  
**To:** Rob Milne  
**Subject:** Referral for proposed changes to the Gabriola Island Official Community Plan and Land Use Bylaw

Greetings,

Lyackson First Nation is in receipt of the referral for: **File #GB-RZ-2016.1**

**Location: Gabriola Island, BC**

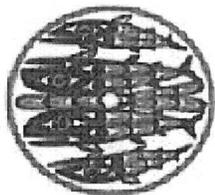
**Dated: June 9, 2016**

Should Lyackson First Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to Snuneymuxw whose title and governing authorities are directly affected.

Thank you,

Suzanne Sampson

Lyackson First Nation  
7973A Chemainus Rd  
Chemainus, BC, V0R 1K5



Phone: 250.246.5019  
Fax: 250.246.5049



Royal Gendarmerie  
 Canadian royale  
 Mounted du  
 Police Canada

**MEMORANDUM NOTE DE SERVICE**

To À		Island Trust - Gabriola		Security Classification - Classification de sécurité	
				Our File - Notre référence	
				Your File - Votre référence	
From De	Corporal Markus MUNTENER Gabriola Island RCMP Detachment Commander			Date	Diary Date - Date d'agenda
				2016-05-09	

Subject Re: Church to Spruce connector road  
 Objet

To whom it may concern,

Further to the attached letter issued to the Island Trust on April 18, 2015, it is our understanding that the matter will now officially go before the Trust later in May, 2016.

The reality of the Island being on "High" alert for Fires at the beginning of May is a stark reminder of the dangers of a wild fire in a forest filled, windy, populated Island. The images from Fort McMurray highlight the level of threat that a wild fire can have.

It is clear that a connector road would serve to protect the North area of Gabriola Island currently serviced by only one road (Taylor Bay/Berry Point Rd.). A connector road would allow access by emergency services while giving residents an alternative exit point if needed.

The Gabriola Island RCMP continues to support the building of a Church St to Spruce connector road.

Thanks

Corporal Markus Muntener  
 Detachment Commander  
 Gabriola Island RCMP



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

**MEMORANDUM NOTE DE SERVICE**

		Security Classification - Classification de sécurité	
To À	Island Trust - Gabriola	Our File - Notre référence	
		Your File - Votre référence	
From De	Corporal Markus MUNTENER Gabriola Island RCMP Detachment Commander	Date	Diary Date - Date d'agenda
		2015-04-18	

Subject  
Objet      Re: Church to Spruce connector road

To whom it may concern,

It has come to the attention of Gabriola Island RCMP of a pending application by Dr. Robert Rooks for a Church St. to Spruce Ave connector road. The RCMP does not usually wade into community development applications, especially if there is some community debate ongoing in that regard. That would in normal situations take away from the role of the police as an impartial and unbiased entity within the community.

This instance however is different as I believe there are considerable community safety benefits for this connector road, irrespective of any other community concerns that may exist.

The following points of note are outlined below:

1. There is a sizable population that lives on the North end of Gabriola, especially in the area north of Berry Point and Norwich Rd, commonly referred to as "Phase 4". This area also houses an active liquor establishment as well as a primarily Jewish youth camp. Police have attended calls for service in this Northern area ranging from break and enters, suicidal individuals, motor vehicle collisions and other more violent crimes.
2. Current road configuration allows for only one access point to any of these areas. This is via Berry Point rd. which is a coastal roadway, close to the "Salish Sea". This single entry way results in a significant vulnerability to the population in that area as numerous environmental/natural or other reasons could result in that roadway being closed. This is especially true since the road is in close proximity to the ocean and any possible tidal event.

3. The response time for Police to the Phase 4 area (measured at Spruce Ave & Hemlock Ave) would be cut in half by both distance and time utilizing a Church St & Spruce Ave connector road (instead of the Taylor Bay & Berry Point rd route).
4. A connector road would also allow any population living in that area to evacuate or travel to higher/safer ground while still maintaining a link to emergency services (of all types) and further food and shelter.

In regard to the points noted above and specifically on the issue of public safety the completion of a Church St to Spruce connector road is supported by the Gabriola Island RCMP.

Thank you

A handwritten signature in black ink, appearing to read 'Markus Muntener', with a long horizontal flourish extending to the right.

Cpl. Markus Muntener  
Detachment Commander  
Gabriola Island RCMP



Chair Ani announced that there being no Seconder the motion did not move forward.

**GB-APC-2016-05**

**It was MOVED AND SECONDED**

that the Gabriola Island Advisory Planning Commission give a recommendation to the Gabriola Island Local Trust Committee to proceed with the next steps in the proposed bylaw evaluation process on a conditional basis and the condition being that the bylaws are referred back to the Gabriola Island Advisory Planning Commission for further consideration once more information is available.

**CARRIED**

APC Member Denholm would like the Minutes to reflect that he appreciated that the Chair listened to each of the Member's input into making recommendations to the LTC.

**By general consent** the meeting was recessed at 8:02 pm and reconvened at 8:11 pm.

**6. ELECT NEW SECRETARY**

APC Member Stuart Denholm advised that he was stepping down as Secretary but would remain on the Advisory Planning Commission for the duration of his term.

Chair Ani reviewed the duties of the APC Secretary and asked for expressions of interest. APC Member Langereis stated that he was interested. No other expressions of interest were forthcoming.

**GB-APC-2016-06**

**It was MOVED and SECONDED**

that the Gabriola Island Advisory Planning Commission appoints Kees Langereis as Secretary.

**CARRIED**

**7. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 8:19 pm.

\_\_\_\_\_  
Madeleine Ani, Chair

Certified Correct:

\_\_\_\_\_  
Lisa Millard, Recorder

**GABRIOLA VOLUNTEER FIRE DEPARTMENT**

**Box 89**

**Gabriola, B.C., VOR 1X0**

**Telephone: (250) 247-9677**

**Fax: (250) 247-9850**

**Email: gabfire@shaw.ca**

May 4, 2016

Islands Trust Office  
700 North Road  
Gabriola, B.C. V0R 1X3

Dear Trustees:

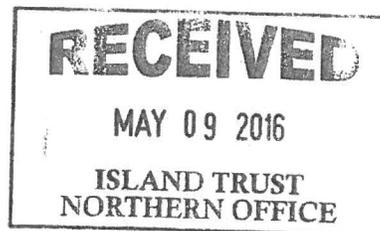
Speaking as the Fire Chief and on behalf of our Gabriola Fire Protection Improvement District Trustees, we would like to express our support of the subdivision proposal by Dr. Rooks. Our understanding is that this will include the construction of a new public road to connect Spruce and Church Street.

In a previous letter, submitted January 21, 2010, I had expressed my opinion of how important this road and other secondary accesses from existing subdivisions are. As noted, my last letter was six years ago and while I write this letter Fort McMurray is on fire, which to me only highlights the urgency to complete these potentially life saving projects.

Yours truly,



Mr. Rick Jackson,  
Fire Chief



# BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Outlined Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reason Outlined Below

- attached -

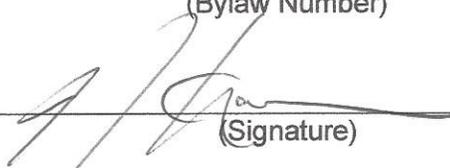
Gabriola Island Local Trust Area

(Island)

289 (OCP) and 290 (LUB)

(Bylaw Number)

NORM HARBURN  
(Name)

  
(Signature)

PRESIDENT  
(Title)

Gabriola Land + Trail Trust  
(Agency)  
(GLTT)

Oct 14, 2016  
(Date)

250-247-0273  
(Phone Number)



Gabriola Land and Trails Trust  
PO Box 56  
Gabriola BC V0R 1X0

October 14, 2016

To: Gabriola Island Trustees  
From: Gabriola Land & Trails Trust

**Subject: The Potlatch/Henning Density Transfer Application**

Please accept this submission on behalf of the Gabriola Land and Trails Trust (GaLTT) in response to the bylaw referral package received from the Gabriola Island Local Trust Committee of the Islands Trust regarding Bylaw Nos. 289 and 290.

Overall, GaLTT is strongly supportive of this density transfer application.

**Summary:**

We have been involved since 2015 in providing feedback to the applicants from GaLTT's perspective, and feel that our input was used to improve both the conservation and community connectivity (trails) components of the proposal to date.

The application aligns strongly with GaLTT's mandate "*...to secure, develop and sustain a network of parkland and trails on Gabriola Island for the benefit of the public, and to preserve sites of environmental, historical, and social importance.*" And while doing so GaLTT will "*support the objectives and policies of the Gabriola Island Official Community Plan (OCP);*"

We have worked to keep our approximately 200 members informed, listened and incorporated their feedback in our response and encouraged them to respond directly to Trust as well with their approval or concerns. The GaLTT table at the weekly Farmers' Market responded to many questions from members and the public on the density transfer process in the OCP and the application details throughout the summer.

We have provided recommendations to the Regional District of Nanaimo (RDN) through the Parks and Open Space Advisory Committee (POSAC). Regarding POSAC's assessment of the Proposal for "*matters that pertain to RDN Community Parks and Trails*" (RDN website), the GaLTT Board strongly recommended the following improvements to the implementation of the application:

1. That the RDN establish all the "connecting trails" in the Receiver parcels as "Linear Parks" as soon as feasible (between the Village Core, Taylor Bay Road area, Cox Community Park, Spruce Ave, the Community Health Centre and Horseshoe Road).

2. That the detailed surveying of the parkland along Mallett Creek from the pond to Taylor Bay Road provides for a trail beside Mallett Creek that is located far enough back from the streambed to meet Riparian Area Regulations, but still within the parkland.

### **Discussion:**

The Gabriola community has increased the amount of protected open space (parks, nature reserves, conservation covenants and other forms of ecological protection) dramatically since 2000, but we still have less protected land (9.2%) than most other Gulf Islands (average is 17.8%)<sup>1</sup>. Only Mayne (4.3%) and Thetis (3.2%) have less protected area than the Gabriola Local Trust Area. By comparison, Saltspring is at 19.9%; Bowen 14.6%; Denman 24%; Galiano 21%. Saturna has the most protected land at 45%. This Application would raise the amount of protected open space on Gabriola to about 12%.

GaLTT does not claim to have systematically studied all of Gabriola for the best lands to achieve the Island Trust's preserve and protect mandate, but the Potlatch/Henning application Donor Lands have been evaluated by board members who have professional training in conservation ecology, forestry, and geology. Several board members have career experience working with national, provincial and local parks agencies. It is the board's considered opinion that the Donor Lands are of very high value for increasing the protection of the endangered dry Coastal Douglas Fir Zone. It is noteworthy that the work done by the Island Trust Fund in mapping the Ecosystems of Gabriola classifies essentially all the Donor Lands as being Sensitive plant communities.

Approximately 300 acres of the Donor Lands will adjoin the current boundaries of the 707 Acre Community Park and the Coats Marsh Regional Park, including the head of the large marsh pond. This will create a very important large contiguous area (approximately 1050 acres) of protected forest land for wildlife conservation, for ground water retention, and for wilderness recreation. The addition of the Donor parcels will protect the critical watershed east of Coats Marsh and allow for an integrated trail network.

GaLTT also has a keen interest in having the approximately 18 acres remaining of the Coats Marsh drainage area secured as park or nature reserve and intends to explore potential options.

The approximately 40 acres of protected forest land/park in the vicinity of the Community Health Centre will provide welcome future green space near the village core, and will adjoin Cox Community Park.

The proposed trail corridors in the Receiving Lands are consistent with GaLTT's keen interest in improving neighborhood connectivity.

New environmental protection measures will be afforded to Mallett Creek and Peacocks Pond, adjacent to Cox Community Park.

And we support the following measures:

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<sup>1</sup> <http://www.islandstrustfund.bc.ca/i-am-a/local-government/lta-protected-areas.aspx>

**1. Establish the proposed connecting trails as RDN Linear Parks**

- a. Establishing Linear Parks to place those trails under the control of the RDN Parks Department, and remove any doubt as to who is responsible for trail maintenance. This approach would also advance the beginning of public access to these trails as much as possible.
- b. The development of connecting trails aligns strongly with GaLTT's keen interest in improving neighborhood connectivity.
- c. These trails would provide both recreational opportunities and easy access to services in the village core for the north-west end of the island without the need of a vehicle, and would support GaLTT's longstanding objective of having trail connections from Descanso Bay to Drumbeg Park.
- d. Establishing a viewpoint over the Strait of Georgia from the top of the bluff, approximately at the north end of Lot 7. From there a trail would go down the steep road cut to the valley floor, across the base of the cliff to Lot 1 and out to Horseshoe Road.

**2. Establish a public access trail in the proposed Mallett Creek parkland**

- a. The stream valley of Mallett Creek from the pond to Taylor Bay Road would be protected as parkland and as a riparian area.
- b. A trail near Mallett Creek would be a very valuable trail connection from Taylor Bay Road to the Village and to Phase 4.

While not within GaLTT's mandate, this application also furthers the transportation and greenhouse gas emissions reduction objectives contained in the OCP.

In closing, the density transfer process is a very useful planning tool available through the Islands Trust legislation and regulations and can help to achieve the preserve and protect mandate. No new densities are being created by this process, while concentrating development is fully recognized as an environmentally sound approach to future development.

Thank you for including GaLTT in the Non-Agency Referral list, and for considering our recommendations.

Sincerely,



Norm Harburn

President, Gabriola Land and Trails Trust

## BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Outlined Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reason Outlined Below

### Subject To:

1. We recommend that cisterns be installed on every new residence.
2. Rain water harvesting should be recommended to facilitate water management.
3. Mallett Creek dam, pond and reparation area should be retained within the strata area.

Gabriola Island Local Trust Area  
(Island)

JEREMY BAKER

(Name)

MEMBER

(Title)

OCT 14 2016

(Date)

289 (OCP) and 290 (LUB)

(Bylaw Number)



(Signature)

G.G.M.S.

(Agency)

250-247-9583

(Phone Number)

May 13, 2016  
Gabriola Island Ratepayers Society  
635 Rollo Road, Gabriola Island, BC  
V0R 1X3

Reference; Trust Meeting 26<sup>th</sup> May 13, 2016 and consideration of GB-RZ-2016.1,  
Application by Potliatch Properties

Dear Trustees;

It is the understanding that approval of this application will lead to a land development proposal, where part of the package will include a new public road that directly links Phase 4 with the western end of Church Street.

Gabriola Ratepayers, along-side the emergency responder groups, have had a long-standing and enthusiastic support for any proposal that would create such a road link. Too many areas of Gabriola are not being served by a second access/egress road and Phase 4 is one of the more obvious ones. People in Fort Mac Murray recently learned how valuable it would have been to have had more than a single highway in and out of the area.

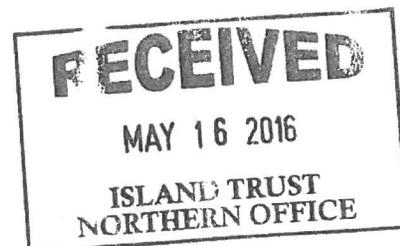
Gabriola Ratepayers considers this project proposal an opportunity not to be missed.

Sincerely;



Randy Young, and Erik Andersen

cc. Gabriola Sounder



May 18<sup>th</sup>, 2016

To: Gabriola Local Trust Committee

From: Gabriola Community Bus Foundation

**Re: Spruce to Church Mallett Creek Density Transfer**

The Gabriola Community Bus Foundation (GCBF) is generally in favour of the proposed Spruce to Church Mallett Creek Density Transfer project, and we are strongly in favour of the construction of a road connection between Church Street and Spruce Road as it would simplify the GCBF bus routes, and make our service more efficient and more accessible to Gabriolans.

Some members of the GCBF management group are concerned that this project does not appear to include housing options that are affordable to average Gabriolans, and we urge the proponent and the LTC to work together to amend the zoning so that a small part of the project area near to the Village can include smaller lots (ca. 0.5 ha) that will be relatively affordable.



**Gabriola Health Care Foundation**

PO Box 295, Gabriola Island, BC V0R 1X0  
(250) 247-7411 FAX (250) 247-7405  
Email: [ghcf@ghcs.ca](mailto:ghcf@ghcs.ca) Web site: <http://www.ghcs.ca/>  
Charity BN/Registration # 85193 0586 RR0001

Islands Trust, Northern Planning Office,  
700 North Road,  
Gabriola Island, BC, V0R 1X3.

By e mail.

May 9, 2016.

Dear sir/madam:

**Development Proposal for Church Street and Other Areas by Mr. Brian Henning and Dr. Robert Rooks.**

The Gabriola Health Care Foundation owns and manages the Gabriola Community Health Centre located at 695 Church Street, Gabriola.

The development proposal, as we understand it, has many favourable aspects but the parts of greatest interest to the Foundation are the extension of Church Street to Phase 4 and creation of parkland to the west of the Clinic.

As you know, the Clinic contains an Urgent Treatment Facility which provides urgent care to residents and visitors to the Island. Many of these visits are for critical incidents which require treatment as soon as possible. Time is of the essence. Last year 1,300 patients were treated in the Urgent Treatment Facility.

Currently, ambulance service to the Phase 4 and Berry Point areas takes at least 11 minutes in each direction. If Church Street was extended, time requirements would be a small fraction of current requirements. The inevitable result would be faster treatment and better outcomes for those in need of care. As well, first responders are often dispatched to incidents and begin early medical treatment before the ambulance arrives. First responders will reach those in need much faster as well. In the event that Phase 4 / Berry Point were cut off by an event such as a storm, which previously happened, emergency support would not be available. The Church Street extension ensures that treatment will always be available.

The proposed parkland to the west of the Clinic lies under the emergency helicopter flight path. Creation of the park will enable easier access to maintain a clear flight path as required by Transport Canada.

We urge the Trust to move forward with this proposal and give it favourable consideration.

Sincerely,

Chuck Connor, Chair and President,  
Gabriola Health Care Foundation.

C. Brian Henning, Dr. Robert Rooks, Melanie Mamoser, Heather O'Sullivan.



Islands Trust

## Q & A: QUESTIONS AND ANSWERS regarding Application GB-RZ-2016.1 (Potlatch)

This Q & A document, prepared by Islands Trust planning staff, includes some commonly asked questions and answers about current rezoning application GB-RZ-2016.1, commonly referred to as the “Potlatch application”. The purpose of this document is to provide clear and accurate information about this application in order to foster meaningful public participation in the associated consultation process. Further questions and comments may be directed to the Islands Trust Northern Office at [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca).

**Q: I’ve heard a lot about this proposal and I’m confused. In the simplest possible terms, what is the applicant asking permission to do and what are they offering to the community?**

**A:** In the simplest of terms what is being proposed is the transfer and donation of 155.3 hectares (383.74 acres) of land for parks in exchange for the creation of 25 lots at a different location with an average lot area of 1.9 hectares (4.69 acres). The subdivision process required to create the lots would result in both a road dedication which would connect Church Street and Spruce Road and also park connections between Cox Community Park and the village core area.

**Q: How much parkland would actually be created by this proposal and where would it be?**

**A:** The applicants are proposing to transfer 136 hectares (336 acres) of land for a community park addition between 707 Community Park and Coats Marsh Regional Park. As well, in the receiving area for the proposed density transfer, a further 19.3 hectares (47.7 acres) of land are proposed to be donated for a community park. The *Local Government Act* requirement for park land dedication for the proposed development is 3.4 hectares (8.4 acres).

The general amount and location of parkland and trail connections or corridors considered necessary for a trail system can be considered as part of the Islands Trust public consultation process on the proposed rezoning application. Also, the Regional District of Nanaimo (RDN) has been asked to consider whether or not it would accept and manage the parkland. Provided the RDN Board is in favour, RDN staff would be responsible for the public consultation process for detailed planning of parks, trails and other park-related amenities. This process would most likely take place after the approval of the enabling bylaws and the registration of the subdivision surveys.

**Q: I’ve heard concerns that there is no guaranteed public access to the proposed trail system. What guarantee is there that the trails would always be accessible?**

**A:** All lands which are proposed to be dedicated as park are intended to come under the ownership and control of the RDN to be administered as community parks, accessible to the public. Public access can also be guaranteed by easement agreements or covenants registered on the titles of affected properties before final bylaw approval. The use of easements and covenants is a common and legally binding approach for community park and trail development.

**Q: I’ve heard that the RDN may not accept all of the offered land as park. If they don’t, what happens then? Are there other alternatives?**

**A:** If the RDN ultimately decides not to accept the park land, land can still be dedicated as “park” on the subdivision plan. A local government or other body is not required to take “possession and control” of park land for them to be dedicated as such at the time a survey is registered in the Land Title Office. An alternative agency or organization could be asked to take ownership and manage the park land.

**Q: I've heard a lot of discussion about the mechanics of the proposed density transfer, zoning, average lot size, etc. How do I know that things are being done properly, and that this proposal is actually acceptable under the bylaws?**

**A:** The Potlatch application is being considered in relation to enabling policies in the current Gabriola Island Official Community Plan (OCP). This involves a complex review process. Oversight of this process is provided through a layered review which includes approval by the Islands Trust Executive Committee, a mandatory review of the Islands Trust's public and First Nations consultation process by Ministry of Community, Sport and Cultural Development staff, and approval by the Provincial Minister before the Gabriola Island Local Trust Committee (LTC) can give final reading and adoption to the enabling bylaws. In addition, all bylaws for applications such as this are vetted by the Islands Trust's legal counsel to ensure compliance with land use laws and statutory and legal requirements. An earlier legal opinion from the Islands Trust solicitor, which was requested to address perceived community concerns regarding the bylaw amendment process, has confirmed the legality of the process currently underway. Once the LTC has completed the community consultation process, which involves transparent deliberation of public and other stakeholder input, and has received the mandatory approvals of the Islands Trust Executive Committee and Provincial Minister, LTC may adopt the bylaws.

**Q: I have read that 25 lots are proposed but that the proposed zoning would allow the developer to create more lots, without Local Trust Committee approval. How can we be sure that the number of lots created would be the same as proposed?**

**A:** While the proposed zoning bylaw might allow more than 25 lots, the number of lots that could actually be developed would be controlled by a restrictive covenant, in accordance with Section 219 of the *Land Title Act*. The restrictive covenant would be required to be registered prior to final approval of the rezoning by the Gabriola Island Local Trust Committee, and would include the proposed subdivision plan showing the number, location and size of future lots as well as proposed roads and parkland.

Restrictive covenants are commonly used in land development. In fact, a restrictive covenant was used in a previous application on Gabriola Island in 2005, which created the 707 Community Park, to address similar concerns. For this application, a covenant was registered requiring any future subdivision to comply with the subdivision plan which was attached to the covenant as a schedule. This same approach is being proposed for the current application.

**Q: I've heard this referred to as a "strata development". What does that mean?**

**A:** There are various options available for the subdivision of land in BC, including a common fee simple subdivision under the *Land Title Act* and subdivision under the *Strata Property Act*. All types allow for the creation of fee simple lots which can be freely sold by the owners of the lands. Strata subdivisions require the creation of "common" property. The lots adjacent to Taylor Bay Road are proposed to be created by bare land strata. The driveway/road access would address the common land requirement.

Both a bare land strata and the more common *Land Title Act* subdivision must address all of the same subdivision approval requirements of the *Local Government Act*, such as parkland dedication, and be reviewed and approved by the Ministry of Transportation and Infrastructure.

**Q: Some people have referred to this proposal as a "gated community". Is that true?**

**A:** "Gated" communities typically have a restricted access gate, with either a key or pass card entry system, much like the system used for an apartment parkade. As noted in the question regarding strata development, the lots on the west side of the development are proposed to be created through a bare land strata subdivision. The applicants are proposing to allow public pedestrian use of the common property driveway which would provide access to the lots on the south side of Mallet Creek. This right of access through the strata subdivision would be legally guaranteed through an access agreement, registered on the titles of the properties created by the strata plan. The proposal also includes trail access between the Village and Cox Park, a new public park between Church Street and the Mallet Creek area, and a riparian corridor park. All of these areas are intended for public use.

**Q: This development has been referred to as a “high density” development. Is this true?**

**A:** No, this development would not be considered to be a high density development. A typical urban residential density is 12-15 lots per hectare (5-6 lots/acre). The proposed development would have a density of one lot per 2.7 hectares (one lot/6.6 acres.). In comparison, there are other areas on Gabriola Island which have higher densities than the development proposed. For example, the Harrison Way and Lackhaven neighbourhoods have densities of 4 lots per hectare (0.25 hectare/0.5 acre lots).

**Q: Will the applicants be required to provide affordable housing?**

**A:** Policy 2.6(a) of “Single-dwelling Affordable Housing Policies” of the Gabriola Island Official Community Plan states that the allowance for an accessory cottage “on a parcel of 2.0 hectares or larger (as per policy 2.1g), shall be recognized as the Gabriola means of providing for single-dwelling affordable housing in a rural low density context”. The proposed development plan shows there to be seven lots larger than 2.0 hectares. Assuming the current allowance for accessory cottage remains in the proposed amending land use bylaw, almost one third of the proposed lots could provide affordable housing in the form of accessory cottages.

It should also be noted that the LTC is currently engaged in a Housing Options Review project which is intended to explore ways to address the affordable housing situation on Gabriola Island.

**Q: How can we be sure that the creation of new lots won’t threaten water supplies?**

**A:** The applicants have been asked to provide a hydrological study of the receiving area which will address the potential impacts on water supply in the area as well as options for water use, reduction and storage to reduce any potential impacts. Islands Trust planning staff will consult with the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) to develop appropriate Terms of Reference for this study.

**Q: Where will the water supply for the proposed lots come from?**

**A:** The issue of water supply is considered during the subdivision approval process which is administered by the Provincial Approval Officer working in conjunction with the Ministry of Transportation and Infrastructure. A standard condition is that proof of water quantity in the amount of 2,500 litres per day per dwelling per dwelling be provided for all lots and any remainders. If groundwater is the proposed water supply, a well construction report from a registered pump installer is required. If surface water is the proposed water supply, a water license is required from the Water Stewardship Branch of the Ministry of Environment. The water supply is also required to meet the parameters of the *Guidelines for Canadian Drinking Water Quality published by Health Canada*, including minimum microbiological, chemical and aesthetic parameters.

The Local Trust Committee may also include proof of water requirements in its land use bylaw and additional measures to address water supply, such as restrictive covenants to require water catchment or to impose well siting conditions.

**Q: How does the new Water Sustainability Act affect this application?**

**A:** The *Water Sustainability Act* has been put in place primarily to license and regulate “non-domestic” water uses, such as industrial and agricultural uses. While it protects domestic well users as a class of users, wells that provide water for household use, lawn and garden watering, and water for domestic animals are exempt from its licensing requirements. This makes sense, because if the *Act* were meant to be interpreted in the way that some have suggested, it would mean that no homeowner in BC could drill a new well anywhere, in case it would affect a neighbour’s supply. Under the *Act*, homeowners don’t have to license home wells or pay provincial water fees for using groundwater.

With that said, under the *Groundwater Protection Regulations* of the *Water Sustainability Act*, all domestic water supply wells, except for dug wells less than 15 metres deep, must be constructed by or under the direct supervision of a registered well driller or a professional hydrogeologist or geotechnical engineer, and must meet a number of requirements related to well siting, casings and liners, stopping or controlling artesian flow, pump installation and submission of well reports.

***Q: I've heard that there are two new roads proposed with this development – one connecting Church and Spruce and the other off Taylor Bay Road. However I've also heard that one is “dedicated” and the other is not. What is the difference?***

**A:** The “road” off Taylor Bay is proposed to be a common property access or driveway. A common property access or driveway is normally only 6 metres (20 feet) in width and does not require the dedication of a standard 20 metre (66 foot) right of way, which has to be cleared of all vegetation, to Ministry of Transportation and Infrastructure (MOTI). This allows the roadway to be retain a more rural and less urban appearance and does not require the removal of a significant number of trees. As such, the common driveway approach would have a lesser environmental impact than a standard public road. In contrast, the road proposed to connect Church and Spruce would be a dedicated public road, which would need to satisfy all MOTI requirements.

***Q: Will the Church to Spruce connector be a gated road for emergency use only?***

**A:** Decisions regarding the closing or “gating” of roads falls under the jurisdiction of the Ministry of Transportation and Infrastructure. These decisions are typically based upon accepted road design and safety standards and anticipated traffic flows. The LTC has sent the proposal to MOTI for comment. MOTI’s response may include comments on the potential gating of the connector.

***Q: I've heard that if we don't accept this proposal, the Islands Trust can just expropriate the land to create an emergency route between Church and Spruce. Is that true? And if so, why haven't we already done it?***

**A:** By virtue of its enabling legislation, the only service that the Islands Trust may provide is land use planning. The Islands Trust may not provide park or road services and therefore has no ability or legal authority to expropriate lands for road or trail purposes.

***Q: If this goes forward what's stopping dozens of other land-owners from doing the same thing?***

**A:** Any property owner is entitled to make an application to redesignate or rezone their property. This applies to all properties on Gabriola Island. In reality this happens very infrequently. With respect to an application that seeks to use Policy 5.2(1) of the Gabriola OCP which enables a density transfer application, the current application is the second in the 19 years since the policy was created in 1997.

***Q: Have any studies been done to assess the potential impacts of this application?***

**A:** A bio-inventory, a geotechnical report, a Riparian Areas Assessment report, and an archaeological report for the receiving properties, were provided as part of the application received in February 2016. The applicant has also been asked by the Local Trust Committee (LTC) to submit a hydrogeological report to assess the potential impacts of the proposed development on groundwater quantity and quality, and surface water which may be affected by the proposed development, including options for collection, storage and drainage of surface water.

***Q: What do other regulatory agencies or groups have to say about this proposal?***

**A:** At this point in time the application has only been referred to First Nations, the Regional District of Nanaimo and the Ministry of Transportation and Infrastructure. At its September 8<sup>th</sup> regular meeting the LTC directed staff to send referrals to other government agencies and stakeholders. Comments from these groups will be considered by the Local Trust Committee prior to a further community information meeting.

## **Q: Will there be more opportunities for public input and if so how and when?**

**A:** Yes, there will be additional public consultation opportunities. Once the comments from the referral agencies and groups have been received the comments will be summarized and presented to the LTC for their consideration. It is most probable that the current proposed bylaws will have to be amended to reflect some of the referral responses that are received. Once that has been done there will be a need to present the amended bylaws to the community. This would be done through a community information meeting which would allow for questions and answers as was the case in the previous June 23<sup>rd</sup> community information meeting. The outcomes and discussion would be considered by the LTC at an open meeting.

## **Q: What are the next steps in the process?**

**A:** Once the comments from the referral agencies and groups have been received, the comments will be summarized and presented to the LTC for their consideration. Amended bylaws will be presented to the community through a second community information meeting to allow for questions and answers. After LTC consideration of the public discussion and comments submitted at the community information meeting, the LTC would consider whether to give second reading to the bylaws as amended, further amend them to reflect input from the community information meeting or not to proceed with the bylaw approval process. If the bylaws proceed to second reading, a public hearing advertised and conducted in compliance with requirements of the Local Government Act would be scheduled.

Following the public hearing the LTC would have to make a decision to either, a) not proceed with the application and bylaws, b) determine whether further amendments are required prior to giving third reading to the bylaws or, c) give third reading to the bylaws as presented at the public hearing. Should it be the decision of the LTC to proceed with the bylaws the next step would be to finalize all required instruments such as covenants and easements which are to be registered on the titles of the properties involved in the application. This would include the documents for the transfer of title of the donor parcels. Once the documents have been prepared and reviewed by the Islands Trust legal counsel the bylaws would be forwarded to the Islands Trust Executive Committee for approval. Once that approval has been received they would be forwarded to the Ministry of Community, Sport and Cultural Development for the approval of the Minister. Once that approval has been received the LTC would be able to give final readings and adopt of the bylaws.

## **Q: Where can I access staff reports and other information about this application?**

**A:** Information about this application including staff reports, technical studies and public correspondence is available at: <http://www.islandstrust.bc.ca/media/340099/gb-rz-20161-henning-potlatch-pilot-bay-staff-report.pdf>. Meeting agendas and minutes are also available on the website at: <http://www.islandstrust.bc.ca/islands/local-trust-areas/gabriola/>.

## **Q: How can I provide input?**

**A:** The public is encouraged to provide input to the Gabriola Island Local Trust Committee on this application via email to [GabriolaIslandLocalTrustCommittee@IslandsTrust.bc.ca](mailto:GabriolaIslandLocalTrustCommittee@IslandsTrust.bc.ca) or mail to Islands Trust Northern Office, 700 North Road, Gabriola Island BC, V0R 1X3.

Islands Trust planning staff are able to answer technical questions about the application. Contact Islands Trust staff via email at [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca) or phone 250.247.2063.

*Please note, all correspondence provided to the Local Trust Committee will be included in the public record and may also be posted on the Islands Trust website. Islands Trust will not consider correspondence from anonymous sources and or publish written statements that are subject to the Freedom of Information and Protection of Privacy Act, or statements that are potentially defamatory, profane or otherwise inappropriate for general circulation. Senders of such correspondence will be informed of the necessary amendments that would make their correspondence eligible for receipt and circulation on an open public agenda.*

# PROPOSED

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**GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 289**

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**A BYLAW TO AMEND GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, 1997**

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The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited as “Gabriola Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2016”.

2. Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Official Community Plan (Gabriola ) Bylaw, 1997”, is amended as shown on Schedule 1, attached to and forming part of this bylaw.

READ A FIRST TIME THIS	26 <sup>TH</sup>	DAY OF	MAY	, 2016
READ A SECOND TIME THIS		DAY OF		, 201x
PUBLIC HEARING HELD THIS		DAY OF		, 201x
READ A THIRD TIME THIS		DAY OF		, 201x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS		DAY OF		, 201x
APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT				
THIS	—	DAY OF	_____	, 201x
ADOPTED THIS	—	DAY OF	_____	, 201x

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**SECRETARY**

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**CHAIRPERSON**

**Gabriola Island Local Trust Committee**

**Bylaw No. 289**

**Schedule 1**

Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Official Community Plan (Gabriola ) Bylaw, 1997”, is amended as follows:

1. Schedule B –Land Use Designations – North Sheet is amended as follows:

a. On those lands described as :

- i. The South East  $\frac{1}{4}$  of Section 13, Gabriola Island, Nanaimo District Except The South West  $\frac{1}{4}$  of the South West  $\frac{1}{4}$  of The Said South East  $\frac{1}{4}$ ;
- ii. The South West  $\frac{1}{4}$  of Section 14, Gabriola Island, Nanaimo District; and
- iii. The West  $\frac{1}{2}$  of the North East  $\frac{1}{4}$  of Section 10, Gabriola Island, Nanaimo District;

the land use designation is changed:

from “Forestry” to “Parks”;

as shown on Plan No. 1 attached to and forming part of this bylaw.

b. On those lands described as :

- i. The South  $\frac{1}{2}$  of the North West  $\frac{1}{4}$  of Section 19, Gabriola Island, Nanaimo District Except Part in Plan EPP13396;

the land use designation is changed:

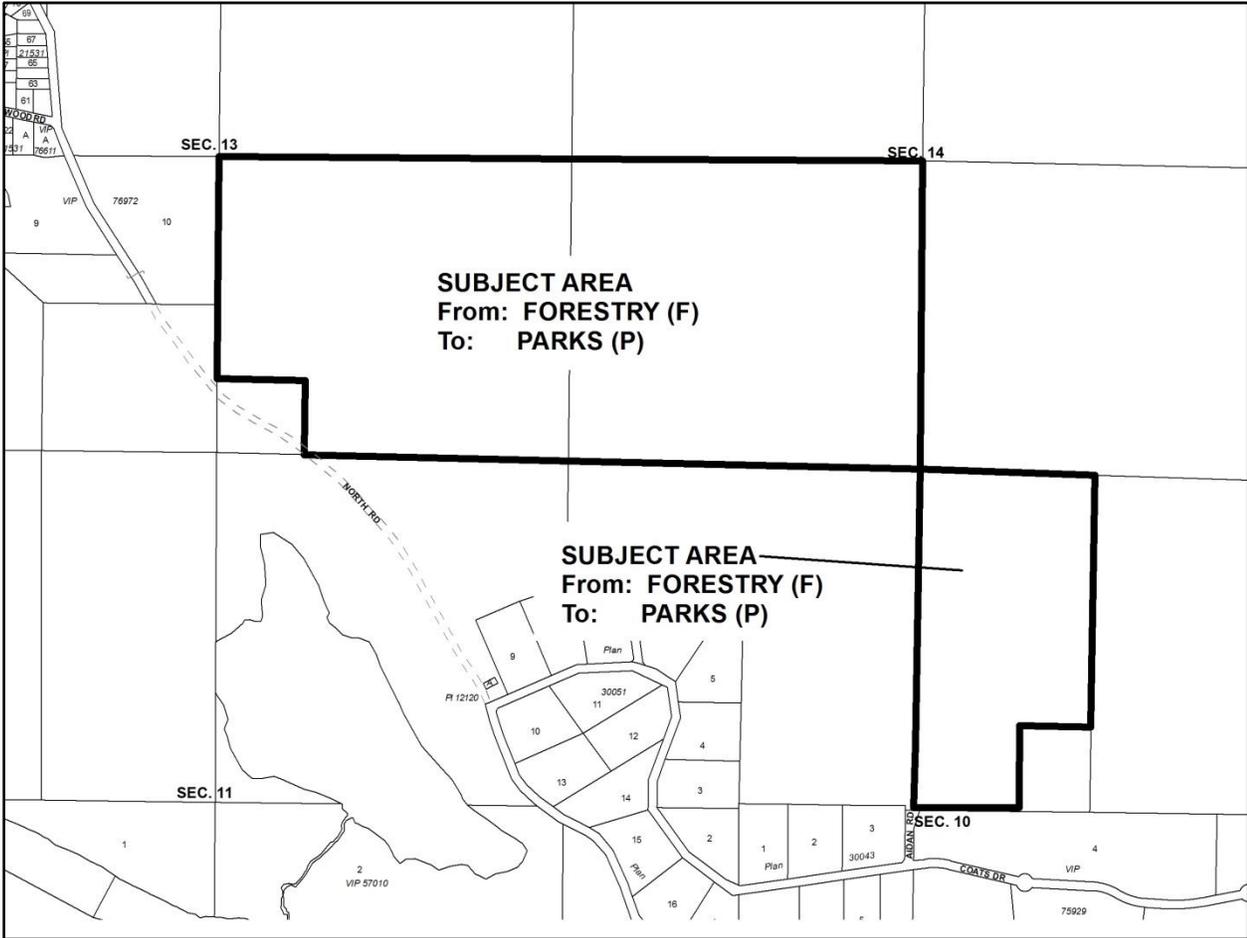
from “Forestry” to “Resource”;

as shown on Plan No. 2 attached to and forming part of this bylaw.

GABRIOLA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 289

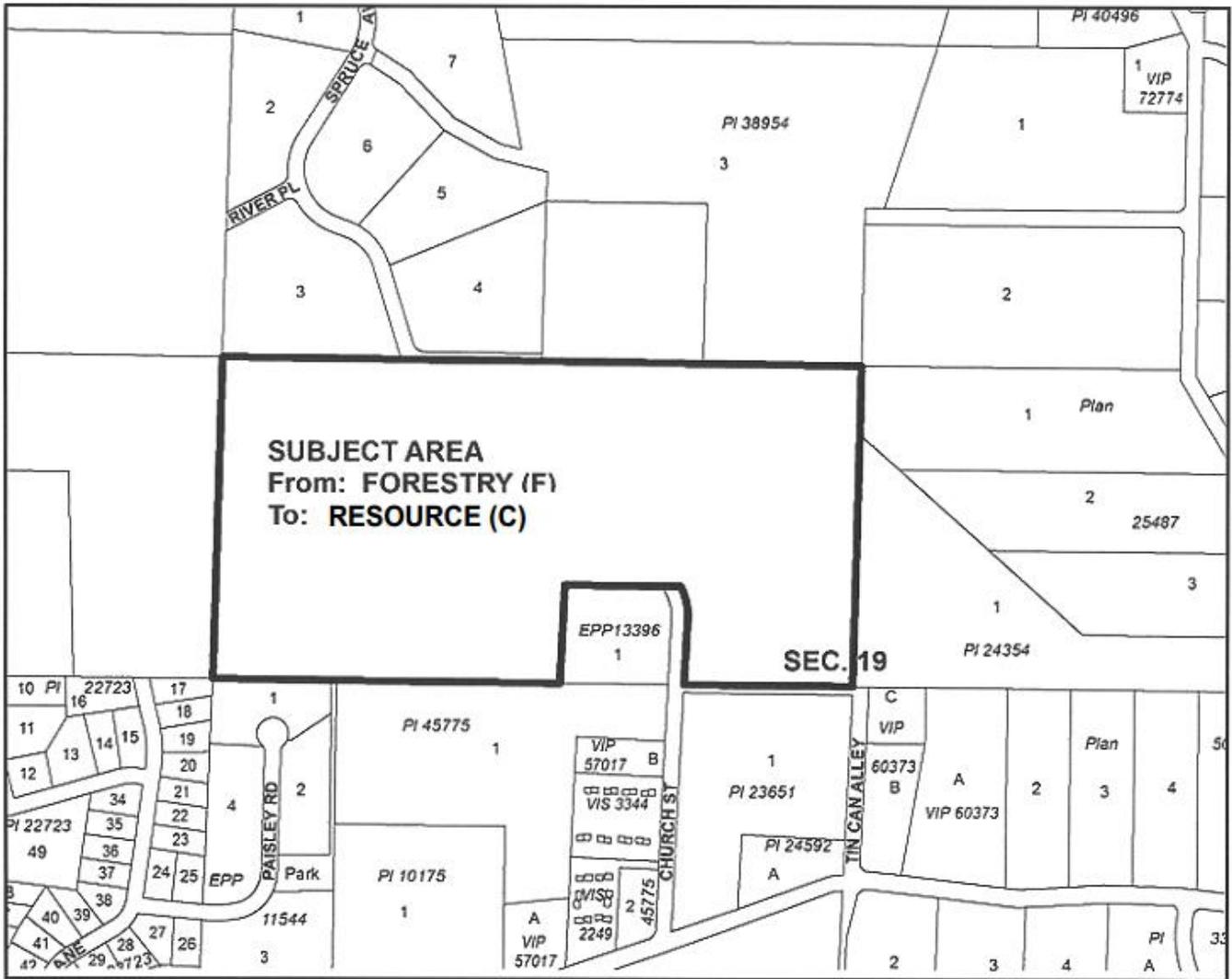
PLAN NO. 1



GABRIOLA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 289

PLAN NO. 2



# PROPOSED

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**GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 290**

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**A BYLAW TO AMEND GABRIOLA ISLAND LAND USE BYLAW, 1999**

---

The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Gabriola Land Use Bylaw, 1999, Amendment No. 1, 2016”

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as shown on Schedule 1, attached to and forming part of this bylaw.

READ A FIRST TIME THIS	26 <sup>TH</sup>	DAY OF	MAY	, 2016
READ A SECOND TIME THIS		DAY OF		, 201x
PUBLIC HEARING HELD THIS		DAY OF		, 201x
READ A THIRD TIME THIS		DAY OF		, 201x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS		DAY OF		, 201x
ADOPTED THIS		DAY OF		, 201x

---

**SECRETARY**

---

**CHAIRPERSON**

## GABRIOLA ISLAND LOCAL TRUST COMMITTEE

### BYLAW NO. 290

#### SCHEDULE 1

Gabriola Island Land Use Bylaw No. 177 cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as follows:

1. Schedule “A” - Section D.2 RESOURCE ZONES, insert new Subsection D.2.6(A) (Resource Residential 2 (RR2) after Subsection D.2.6 Resource Residential 1 (RR1) as shown on Appendix 1 attached to and forming part of this bylaw.
2. Schedule “B” - Zoning North Sheet is amended by changing the zoning classifications as follows:
  - a. On those lands described as :
    - i. The South East  $\frac{1}{4}$  of Section 13, Gabriola Island, Nanaimo District Except The South West  $\frac{1}{4}$  of the South West  $\frac{1}{4}$  of The Said South East  $\frac{1}{4}$ ;
    - ii. The South West  $\frac{1}{4}$  of Section 14, Gabriola Island, Nanaimo District; and
    - iii. The West  $\frac{1}{2}$  of the North East  $\frac{1}{4}$  of Section 10, Gabriola Island, Nanaimo District;the land use zoning is changed:

from “Forestry” to “Forestry/Wilderness Recreation”;

as shown on Plan No. 1 attached to and forming part of this bylaw.
  - b. On those lands described as :
    - i. The South  $\frac{1}{2}$  of the North West  $\frac{1}{4}$  of Section 19, Gabriola Island, Nanaimo District Except Part in Plan EPP13396;the land use designation is changed:

from “Forestry” to “Resource Residential 2”;

as shown on Plan No. 2 attached to and forming part of this bylaw.
  - c. On a portion of those lands described as :
    - i. Lot 7, Section 20, Gabriola Island, Nanaimo District, Plan VIP86742the land use zoning is changed:

from “Resource” to “Resource Residential 2”;

as shown on Plan No. 3 attached to and forming part of this bylaw.
  - d. On a portion of those lands described as :

i. Lot 6, Section 20, Gabriola Island, Nanaimo District, Plan VIP86742;  
the land use zoning is changed:

from “Resource” to “Resource Residential 2”;  
as shown on Plan No. 4 attached to and forming part of this bylaw.

e. On a portion of those lands described as :

i. Lot 1, Section 19, Gabriola Island, Nanaimo District, Plan 24354;  
the land use designation is changed:

from “Resource” to “Resource Residential 2”;  
as shown on Plan No. 5 attached to and forming part of this bylaw.

# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

### APPENDIX 1

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#### D.2.6 (A) Resource Residential 2 (RR 2)

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##### D. 2.6(A).1 Permitted Uses

In addition to the uses permitted in Article B.1.1.1, the following uses and no others are permitted in the Resource Residential 2 (RR2) zone:

##### a. Permitted Principal Uses

- i. single family residential
- ii. agriculture
- iii. horticulture

##### b. Permitted Accessory Uses

- i. *home occupation, subject to Section B.3*
- ii. *cottage residential on lands shown on Schedule C, Map 14*
- iii. processing and sale of agricultural products, limited to those grown or raised on the lot
- iv. agri-tourism

##### D. 2.6(A).2 Buildings and Structures

The buildings and structures permitted in Article B.1.1.2, plus the following buildings and structures and no others are permitted in the Resource Residential 2 (RR2) zone:

##### a. Permitted Buildings and Structures

- i. Maximum of:
  - one single family dwelling per lot;
  - three buildings per lot that exclude a cottage, pump/utility house and woodshed, and that are accessory to all dwellings;
  - one produce stand per lot, not exceeding 20.0 square metres (215.3 square feet) in floor area, accessory to an agricultural use; and,
  - one accessory cottage dwelling per lot, not exceeding 65.0 square metres (699.7 square feet), provided that the lot is 2.0 hectares (4.94 acres) or larger, the accessory cottage is located within the area shown on Schedule C, Map 14, and that the area of the lot within

Schedule C, Map 14 is 2.0 hectares (4.94 acres) or larger.

- ii. Other non-residential buildings and structures to accommodate:
  - agriculture and horticulture.

### **D.2.6(A).3**

#### **Regulations**

The general regulations in Part B, plus the following regulations apply in the Resource Residential 2 (RR2) zone:

##### **a. Buildings and Structures Siting Requirements**

- i. On lots less than 2.0 hectare (4.94 acres), except for a sign, fence, or pump/utility house, the minimum setback for buildings or structures is:
  - 6.0 metres (19.7 feet) from all lot lines.
- ii. On lots 2.0 hectare (4.94 acres) or larger, except for a sign, fence, or pump/utility house, the minimum setback for buildings or structures is:
  - 10.0 metres (32.8 feet) from any lot line, except the minimum setback for greenhouses is 7.5 metres (24.6 feet) from any lot line.
- iii. the minimum setback for an agricultural produce stand in the Resource Residential 2 (RR2) zone is 4.5 metres (14.7 feet) from the front lot line.

##### **b. Lot Coverage Limitations**

- i. The maximum combined lot coverage by buildings and structures is 10 percent of the lot area.

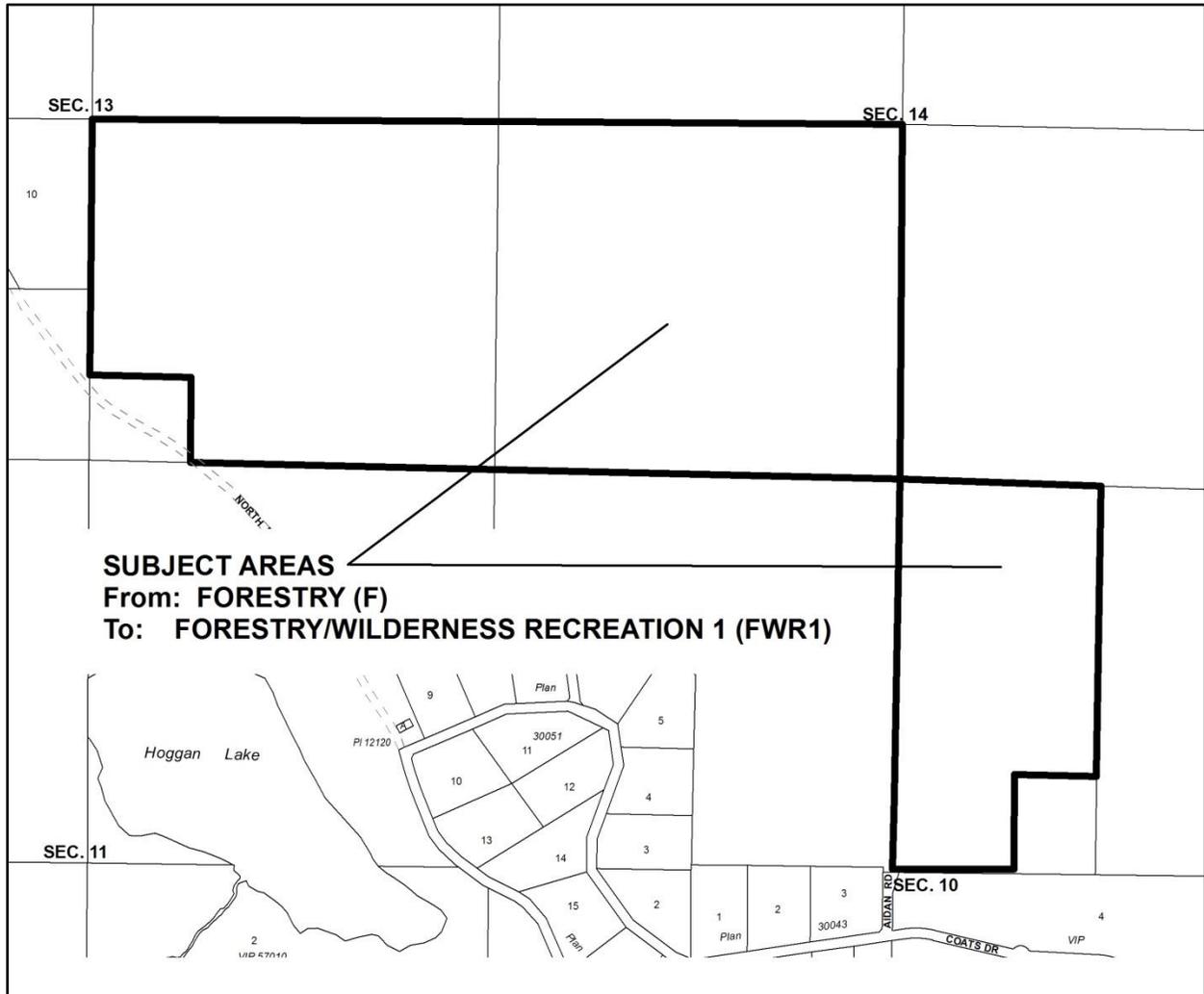
##### **c. Lot Area Requirements for Subdivision**

- i. The minimum average lot area is 1.9 hectares (4.7 acres), and for calculation purposes the minimum average includes roads within this zone.
- ii. The minimum lot area shall be 1 hectare (2.47 acres).

# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

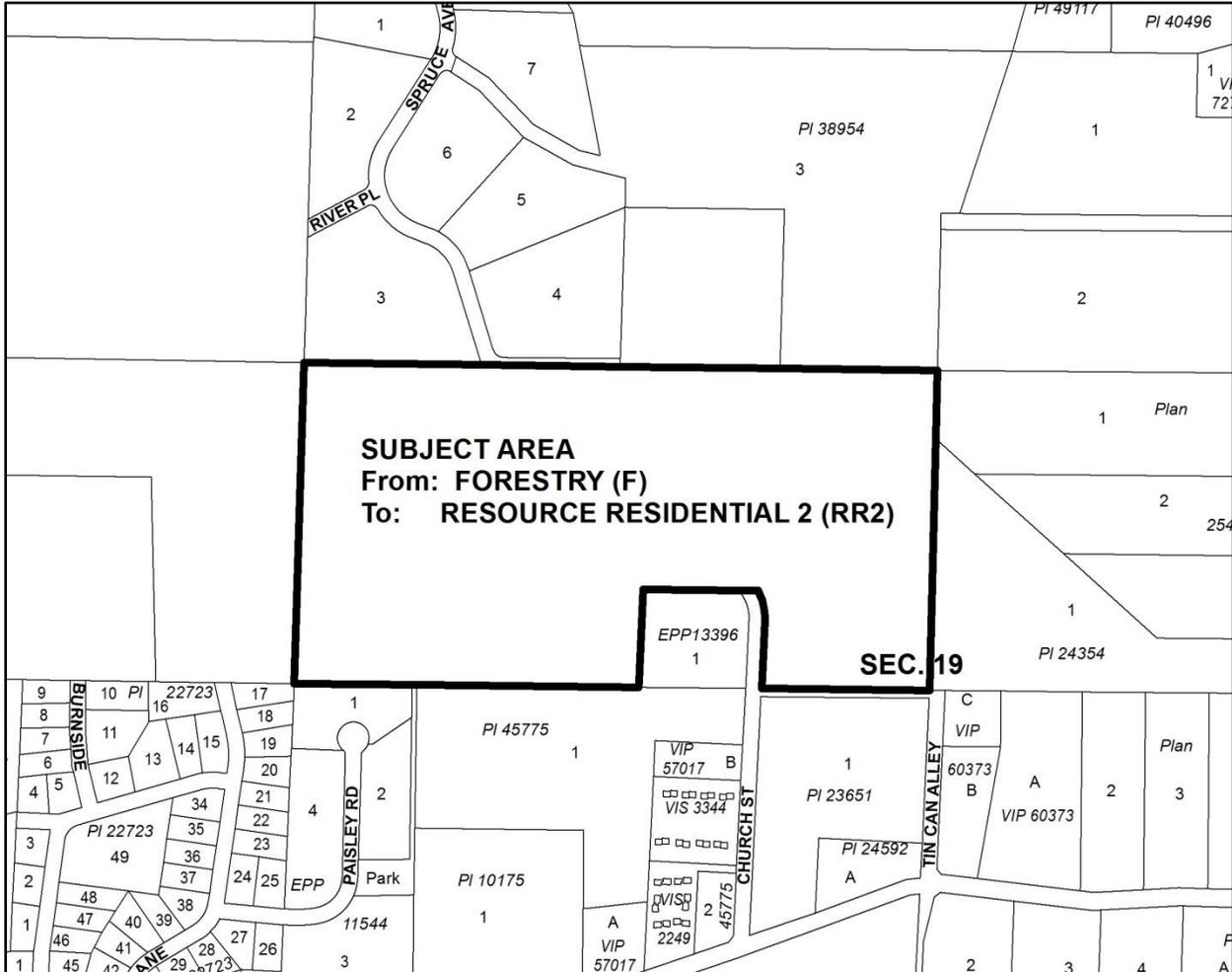
### PLAN No. 1



# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

### PLAN No. 2

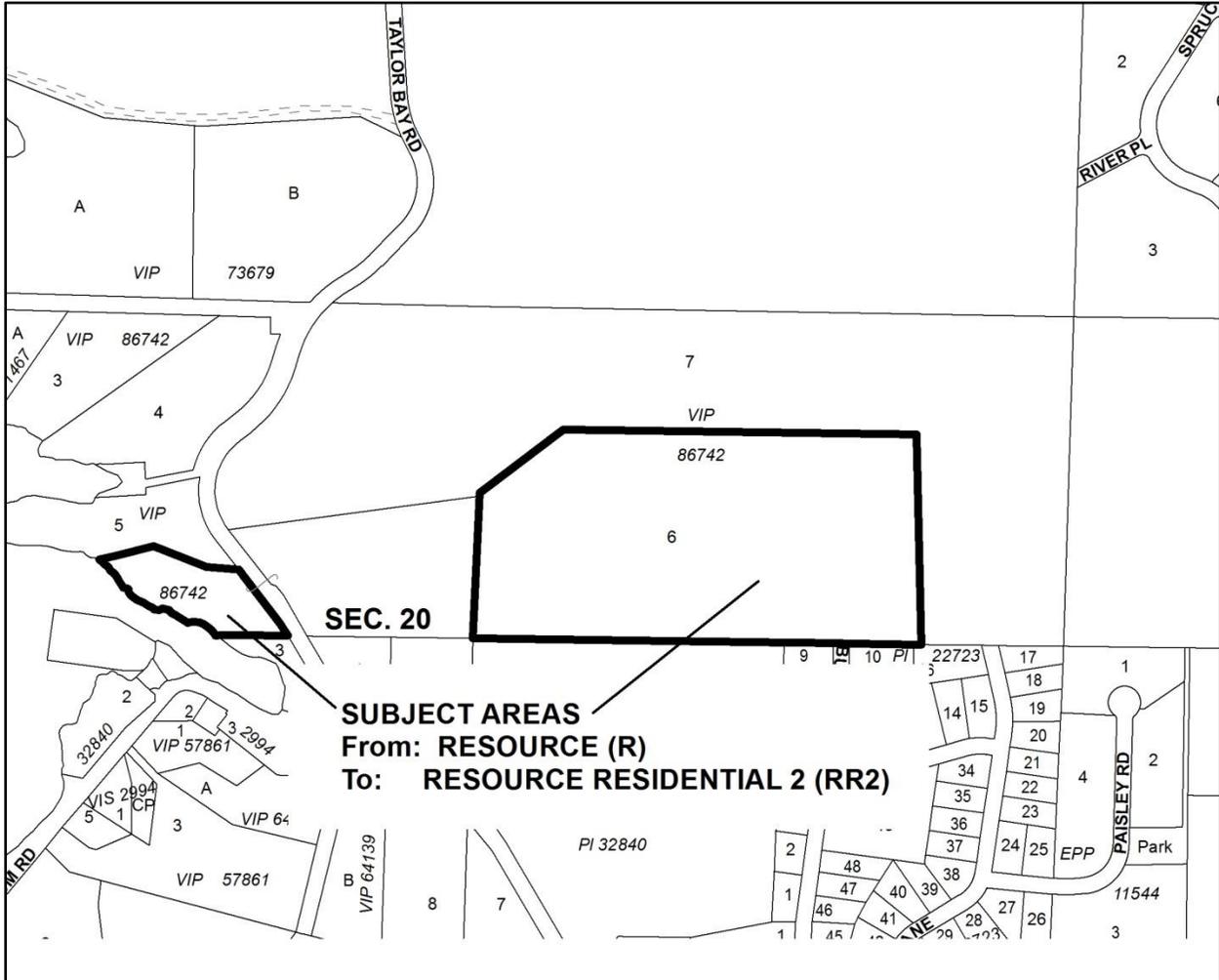




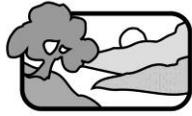
# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

### PLAN No. 4







File No.: GB-6500-20 – Roadside Signs

DATE OF MEETING: November 10, 2016  
TO: Gabriola Island Local Trust Committee  
FROM: Teresa Ritemann, Planner 1  
Northern Office  
SUBJECT: GB-6500-20 – Roadside Signage Project – Draft Bylaw No. 291

## RECOMMENDATIONS

1. That the Gabriola Island Local Trust Committee review the Directives Only Policy Checklist and confirm by resolution that Bylaw No. 291 cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 2, 2016” is not contrary to or at variance with the Islands Trust Policy Statement;
2. That the Gabriola Island Local Trust Committee give first reading to amendment Bylaw No. 291 cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 2, 2016”;
3. That the Gabriola Local Trust Committee refer Bylaw No. 291 cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 2, 2016” to the Advisory Planning Commission, the Ministry of Transportation and Infrastructure, the Islands Trust Bylaw Enforcement, and the Gabriola Island Chamber of Commerce; and
4. That the Gabriola Local Trust Committee direct staff to arrange a Public Hearing to consider Bylaw No. 291 cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 2, 2016”.

## REPORT SUMMARY

During the September 8, 2016 LTC meeting, the LTC directed staff to revise draft bylaw No. 291; following this meeting, staff requested additional direction from the LTC during the October 13, 2016 meeting. Given the LTC’s feedback and further direction, staff have revised draft Bylaw No. 291, which is included as Attachment 1.

## BACKGROUND

At two previous LTC meetings, the Gabriola LTC gave further direction to staff regarding draft amendments to the land use bylaw with respect to signage. Thus, the purpose of this report is to summarize and present draft Bylaw No. 291 for the consideration of the LTC. The draft bylaw is included as Attachment 1, and for comparison, the existing sign regulations in the current land use bylaw are included as Attachment 2. In addition, the Policy Directives Checklist (Attachment 3) has been reviewed by staff to confirm compliance with the Islands Trust Policy Statement. This standard checklist is presented to the LTC for confirmation at the time of first reading. Version 3.0 of the Project Charter (endorsed May 26, 2016) is included as Attachment 4 for reference.

## ANALYSIS

### Policy/Regulatory:

Staff has determined that draft Bylaw No. 291 complies with and is not at variance to the Islands Trust Policy Statement Directives Only Checklist. Comments on the details of the attached draft bylaw follow below.

#### ***B.4.1 – Table 1: Regulations for Number and Total Area of Signs***

- The GC (Gabriola Commons) zone was given its own row of the table to regulate maximum number of signs (i.e. not applicable) and total sign area (same as what institutional zones have) to address the LTC's concern to ensure that existing signs will be permitted. Public feedback at the Public Hearing would address whether or not the proposed regulations are appropriate for the GC zone.
- The maximum total sign area permitted in the Park zones was changed to n/a (not applicable), because most government-run parks are exempt (Regional District Parks, Provincial Parks) from local bylaws.
- The information note included below the table is for the general public to be aware that signs in the public road right-of-way are under Ministry of Transportation and Infrastructure (MOTI) jurisdiction, and therefore are required to have a permit from MOTI. It also indicates that signs must not interfere with other signs, pedestrians, cyclists, or motorists' ability to see or navigate. Feedback from Bylaw Enforcement staff on this information note was that the first portion points directly to something that is provincially enforceable, whilst the latter portion is more of a loose reminder for the public. Staff are recommending that this information note remain for such purposes.

#### ***B.4.2 – Exempt Signs***

- At the direction of the LTC, Staff have included exemptions for signs that are sited and maintained by government agencies, including for public safety and traffic, as well as commemorative, historical, and interpretive signs, which were previously overlooked.

#### ***B.4.3 – Temporary Signs***

- B.4.3.2 – B.4.3.4 differentiate between and have slightly varying regulations for three different types of temporary signs:
  - Temporary signs advertising special community events or educational courses; and
  - Temporary signs to direct traffic to home occupations vs. temporary signs to direct traffic to institutions and businesses other than home occupations.

#### ***B.4.4 – Home Occupation Signs***

- To specifically address home occupations signs which are located on the same lot in which the home occupation is occurring (i.e. to be regulated differently than “temporary directional signs”).

#### ***B.4.5 – Obsolete Signs & Derelict Signs***

- No further suggested changes. Same as appeared in the staff report dated 8-Sept-2016.

#### ***B.4.6 – Multi-Party Directional Signs***

- Add that they shall only be located in non-residential zones, and shall not be temporary signs.

#### **B.4.7 – Third Party Signs**

- Increased maximum permitted sign area to 0.55 square metres (6.0 square feet) to be consistent with other regulations for the different temporary signs as well as home occupation signs.

#### **B.4.8 – Illuminated Signs**

- Added regulations to differentiate between two *types* of illumination.
- Internally illuminated signs are still prohibited. Exceptions: signs in windows for the purpose of displaying business hours of operation, or to indicate they are “open” (to address the LTC’s concerns); as well as proposal of permitting illumination of numbers and symbols on fuel price signs.
- Externally illuminated would now be permitted, so long as the light source is completely shielded from view, and is deflected towards the surface of the sign and away from the sky (i.e. the light source does not interfere with traffic at night and protects the attributes of a dark night sky).
- Information note to clarify that signs that use reflective materials for illumination would be considered externally illuminated.

#### **G.1 Definitions**

- “*Sign*”: Added “...lighting or electrical system, which is visible from any street...” in response to the changes to the “illumination” regulations, and to indicate that if someone has a sign on their lot but it’s not visible from the street, then it’s not regulated under the sign section of the bylaw.
- No changes to: “*Sign Area*”, “*Sign, derelict*”, or “*Sign, obsolete*”
- Definition of “*sign, directional*” was removed, as it is now covered by new definitions: “*sign, temporary directional*”
- The definition of “*sign, temporary event*” was changed to be more general: “*sign, temporary*” as there are now more specific regulations proposed.
- Definitions added for: “*sign, externally illuminated*”, “*sign, internally illuminated*”, “*sign, multi-party*” and “*sign, window*”.
- Replace the current definition of “*third party sign*” with a new definition which clarifies that it includes signs that convey information about *any other location* than where the sign is located (i.e. whether on a *lot* or otherwise), as is consistent with other islands and local municipalities. This is because there currently exist signs which are not located on lots at all (for instance, in the road right-of-way). And unless otherwise exempted under the bylaw, the third party sign regulations also still apply in terms of limiting size as well as location of one per lot; and thus, the definition also clarifies that a multi-party sign is not considered a third party sign for the purposes of the bylaw.

#### **Issues and Opportunities:**

Should draft Bylaw No. 291 be given first reading and proceed to public hearing, there will be an opportunity for additional public feedback to identify and address any issues and make any desired changes to the bylaw.

#### **Consultation:**

Two CIMs and one community outreach survey were completed earlier this year. If the LTC wishes to continue with the bylaw amendment process, the next step would be to have a public hearing to consider draft Bylaw No. 291. Staff recommend referring the bylaw to the Ministry of Transportation and Infrastructure (MOTI), Advisory Planning Commission (APC), Islands Trust Bylaw Enforcement department, and the Gabriola Island Chamber of Commerce (GICC) for comment.

**Rationale for Recommendation:**

The suggested changes in draft Bylaw No. 291 are in response to community feedback and LTC input received to date. Staff recommends giving Bylaw No. 291 first reading, referring the bylaw to MOTI, Bylaw Enforcement, GICC, and to the APC due to the minor nature of the amendments, and subsequently proceeding to public hearing for further public input.

**ALTERNATIVES**

**1. Amend the Draft Bylaw**

Subsequent to the referral process, the LTC may wish to amend the draft bylaw prior to giving it first reading. If this alternative is selected, the LTC should note the desired amendments and direct staff to amend the draft bylaw accordingly.

**Next Steps**

Should the LTC decide to give this draft bylaw first reading, staff have also recommended that a public hearing be arranged in order to receive community feedback before any further readings of Bylaw No. 291.

Submitted By:	Teresa Ritemann Planner 1	October 24, 2016
Concurrence:	Ann Kjerulf, RPP, MCIP Regional Planning Manager	October 31, 2016

**ATTACHMENTS**

1. Draft Bylaw No. 291
2. Existing Sign Regulations from current Gabriola LUB No. 177
3. Islands Trust Policy Statement Directives Only Checklist
4. Project Charter Version 3.0, endorsed by the LTC on May 26, 2016

# DRAFT

## GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 291

### A BYLAW TO AMEND THE GABRIOLA ISLAND LAND USE BYLAW NO. 177, 1999

The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

- 1. Citation:  
  
This bylaw may be cited for all purposes as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 2, 2016”.
- 2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as shown on Schedule 1 attached to and forming part of this bylaw.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201X

PUBLIC HEARING HELD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201X

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201X

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201X

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS  
 \_\_\_\_\_ DAY OF \_\_\_\_\_ 201X

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201X

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## Gabriola Island Local Trust Committee

## Bylaw No. 291

## Schedule 1

Schedule “A” of the Gabriola Island Land Use Bylaw No. 177 cited as the “Gabriola Island Land Use Bylaw No. 177, 1999 is amended as follows:

1. Section **B.4 SIGNS** is deleted in its entirety, and replaced with the following:

**“B.4 SIGNS****B.4.1. Number and Total Sign Area**

- B.4.1.1 Every *sign*, excepting those exempted in Subsection B.4.2, must comply with the provisions in Table 1.

Table 1: Sign Regulations		
Column 1	Column 2	Column 3
Zone	Maximum Number of Signs Permitted	Maximum Total Sign Area Permitted
<b>Residential Zones</b>		
SRR, LRR	n/a	1.5 sq.m (16.1 sq.ft) per lot
SSN	2 per lot	4.0 sq.m (43.0 sq.ft) per lot
<b>Resource Zones</b>		
AG, F, FWR1, GP, R, RC, RR1	n/a	1.5 sq.m (16.1 sq.ft) per lot
GC	n/a	4.0 sq.m (43.0 sq.ft) per lot
<b>Commercial and Industrial Zones</b>		
VC1, VC2, DC1	2 per business	4.0 sq.m (43.0 sq.ft) per business
LC1, LC2, LC3, FP	2 per business	4.0 sq.m (43.0 sq.ft) per business
TC1, TC2	2 per lot	4.0 sq.m (43.0 sq.ft) per lot
I	2 per business	4.0 sq.m (43.0 sq.ft) per business
<b>Recreation and Institutional Zones</b>		
IN1, IN2, IN3, IN4, YC	2 per lot	4.0 sq.m (43.0 sq.ft) per lot
P1, P2, P3	n/a	n/a
<b>Water Zones</b>		
WG, WP1, WP2, WP3	n/a	n/a
WC1, WC2, WC3, WC4, WI1, WI2, WI3, WYC	2 per water lot or lease	4.0 sq.m (43.0 sq.ft) per water lot or lease

*Information Note: All signs located in a public highway, access road, or road right-of-way are within the jurisdiction of the Ministry of Transportation and Infrastructure (MOTI), and therefore must first obtain the permission of MOTI, and must not interfere with other signs, pedestrians, cyclists, or motorists' ability to see or navigate such roadways.*

**B.4.2 Exempted Signs**

- B.4.2.1 Signs exempted from the provisions of this section are:
  - a. Signs sited and maintained by government agencies, including signs for public safety or traffic; and
  - b. Commemorative, historical, and interpretive signs.

**B.4.3 Temporary signs**

- B.4.3.1 Notwithstanding B.4.1.1, real estate *signs* may be temporarily displayed in any *zone*, subject to:
- a. one *sign* not exceeding 1.1 square metres (12.0 square feet) in *sign area*;
  - b. the *sign* being located on the same *lot* as where the sale is occurring; and
  - c. the *sign* being removed within two weeks of sale
- B.4.3.2 Notwithstanding B.4.1.1, *temporary signs* advertising a special community event or educational course may be temporarily displayed in any *zone*, subject to:
- a. the *sign* not exceeding 0.55 square metres (6.0 square feet) in *sign area*,
  - b. despite clause a. above, banners must not exceed 4.0 square metres (43.0 square feet) in *sign area*;
  - c. the *sign* being displayed for a maximum of three weeks prior to the event;
  - d. the *sign* being removed within 72 hours of the conclusion of the event; and
  - e. a maximum of one *sign* per *lot*.
- B.4.3.3 Notwithstanding B.4.1.1, *temporary directional signs* for the purpose of directing traffic to a *home occupation* may be temporarily displayed only in a residential or resource *zone*, subject to:
- a. the *sign* not exceeding 0.55 square metres (6.0 square feet) in *sign area*; and
  - b. the *sign* must not be displayed for more than 12 consecutive hours.
- B.4.3.4 Notwithstanding B.4.1.1, *temporary directional signs* for the purpose of directing traffic to an institution or business (other than a home occupation) may be temporarily displayed in any *zone*, subject to:
- a. the *sign* not exceeding 0.55 square metres (6.0 square feet) in *sign area*;
  - b. the *sign* must not be displayed for more than 12 consecutive hours; and
  - c. the *sign* must be located, erected, or displayed on the same *lot* as where the business or institutional use is occurring.

**B.4.4 Home Occupation signs**

- B.4.4.1 Notwithstanding B.4.1.1, *home occupation signs* are permitted, subject to:
- a. a maximum of one *sign* per lot;
  - b. the *sign* not exceeding 0.55 square metres (6.0 square feet) in *sign area*; and
  - c. the *sign* must be located on the same lot in which the *home occupation* is occurring.

**B.4.5 Obsolete Signs & Derelict Signs**

- B.4.5.1 *Obsolete signs* and *derelict signs* must be removed within thirty days after the *sign* becomes *obsolete* or *derelict*.
- B.4.5.2 *Obsolete signs* and *derelict signs* may be removed at the discretion of the Gabriola Island Local Trust Committee.

**B.4.6 Multi-Party Signs**

- B.4.6.1 Despite all other references in this Bylaw, *multi-party signs* which consolidate the direction of traffic to multiple businesses shall:
- a. be limited in *sign area* to 0.2 square metres (2.15 square feet) per business, to a maximum *sign area* of 2.0 square metres (21.5 square feet);
  - b. only be located in non-residential *zones*; and
  - c. not be *temporary signs*.

**B.4.7 Third Party Signs**

- B.4.7.1 Notwithstanding B.4.1.1, *third party signs* are permitted, subject to:
- a. a maximum of one *third party sign* per lot; and
  - b. the *third party sign* not exceeding 0.55 square metres (6.0 square feet) in *sign area*.

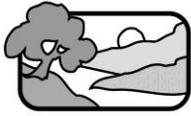
**B.4.8 Illuminated Signs**

- B.4.8.1 *Internally illuminated signs* are prohibited, except where they occur as *window signs* for the purpose of displaying business hours of operation and opening, or for fuel price *signs* where only the numbers and symbols are illuminated.
- B.4.8.2 *Externally illuminated signs* must have a light source which deflects light away from the sky and towards the surface of the *sign*, and which is completely shielded from view.

Information Note: For the purposes of this bylaw, *signs* illuminated with reflective material are considered to be *externally illuminated*.

2. **PART G – DEFINITIONS**, Section **G.1 DEFINITIONS** is amended by adding the following definitions in alphabetic order:

- i. “*sign* means any device or medium, including its supporting *structure* and lighting or electrical system, which is visible from any street or lot, and which is used to attract attention for advertising, direction, information, or identification purposes.”
- ii. “*sign area* means the entire area within a continuous perimeter, enclosing the extreme limits of a *sign* display, including any frame or border; and for these purposes, the area of a double-faced *sign* is considered to be the area of one face only.”
- iii. “*sign, derelict* means any *sign* which has been abandoned, discarded, or otherwise neglectfully maintained to such an extent that it has fallen into disrepair.”
- iv. “*sign, externally illuminated* means any *sign* lit by a separate light source that casts light directly on the face of the *sign*.”
- v. “*sign, internally illuminated* means any *sign* lit directly or indirectly by a light source located within the *sign* itself, and includes illumination designed to project light against the surface behind the *sign* lettering or graphic, commonly referred to as back-lighting or halo-lighting.”
- vi. “*sign, multi-party* means any *sign* which consolidates the direction of pedestrians, cyclists, vehicles, or other traffic to multiple businesses, excluding *home occupations*.”
- vii. “*sign, obsolete* means any *sign* which is no longer relevant because of the discontinuance of the business, service, activity or event which it advertises or directs attention to.”
- viii. “*sign, temporary* means any *sign* which is portable in nature and is displayed for a specified time limit.”
- ix. “*sign, temporary directional* means any *sign* which is portable in nature, is displayed for a specified time limit, and which consolidates the direction of pedestrians, cyclists, vehicles, or other traffic to an institution or a business, including a *home occupation*.”
- x. “*sign, third party* means a *sign* that advertises or directs attention to an occupancy of land, a use, product, location, or other matter at a location other than where the *sign* is located, erected, or displayed. For the purposes of this bylaw, a *multi-party sign* is not considered a *third party sign*.”
- xi. “*sign, window* means a *sign* within a building, affixed on or located within 600mm of the inside of a window.”



**B.4 SIGNS**

**B.4.1. Number and Total Area**

**B.4.1.1** Every sign, excepting those exempted in Subsection B.4.2, must comply with the provisions in Table 1.

BL 187  
BL 226

<b>Table 1: Sign Regulations</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<i>Zone</i>	<b>Maximum Number of Signs Permitted</b>	<b>Maximum Total Sign Area Permitted</b>
<b>Residential Zones</b>		
SRR, LRR	n/a	1.5 sq.m (16.1 sq.ft) per lot
SSN	2 per lot	4.0 sq.m (43.0 sq.ft) per lot
<b>Resource Zones</b>		
AG, F, R, GP	n/a	1.5 sq.m (16.1 sq.ft) per lot
<b>Commercial and Industrial Zones</b>		
VC1, VC2, DC1	2 per business	4.0 sq.m (43.0 sq.ft) per business
LC1, LC2, LC3, FP	2 per business	4.0 sq.m (43.0 sq.ft) per business
TC1, TC2	2 per lot	4.0 sq.m (43.0 sq.ft) per lot
I	2 per business	4.0 sq.m (43.0 sq.ft) per business
<b>Recreation and Institutional Zones</b>		
IN1, IN2, IN3, IN4	2 per lot	4.0 sq.m (43.0 sq.ft) per lot
P1, P2, P3	n/a	2.5 sq.m (27.0 sq.ft) per park entrance
<b>Water Zones</b>		
WG, WP1, WP2, WP3	n/a	n/a
WC1, WC2, WC3, WC4, WI1, WI2, WI3	2 per water lot or lease	4.0 sq.m (43.0 sq.ft) per water lot or lease

BL 261

BL 187

BL 226

**B.4.1.2** Real estate signs on individual properties for sale may be temporarily displayed in any zone, subject to the sign not exceeding 1.1 square metres (12.0 square feet) in area and being located on the subject property. Such signs are to be removed within two weeks of sale.

**B.4.1.3** Illuminated signs are not permitted.

**B.4.1.4** Home occupations are permitted one sign per lot up to a maximum sign area of 0.3 square metres (3.2 square feet). This area is included within, and not in addition to, the areas noted in Column 3, "Maximum Total Sign Area Permitted", of Table 1.

**B.4.2 Exempted Signs**

BL 272

- B.4.2.1** Signs exempted from the provisions of Subsection B.4.1 are:
- a. directional, traffic and marine navigational signs sited and maintained by government agencies; and
  - b. interpretive and directional signs sited and maintained by government agencies in the P1, P2 and P3 zones.

BL 226

**B.4.3 Prohibited Signs**

**B.4.3.1** Third party signs exceeding 0.3 square metres (3.2 square feet) in area are prohibited.



Islands Trust

## POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

**Bylaw and File No: LUB Amendment Bylaw No. 291 (GB-6500-20 Roadside Signage)**

### **PURPOSE**

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws, and Island Municipalities address certain matters in their official community plans and to reference any relevant sections of the Policy Statement.

### **POLICY STATEMENT**

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

### **DIRECTIVES ONLY CHECK LIST**

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws, and Island Municipalities to address certain matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is **consistent** with the policy from the Policy Statement, or
- ✘ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or
- N/A** if the policy is **not applicable**.

**Part III: Policies for Ecosystem Preservation and Protection**

CONSISTENT	NO.	DIRECTIVE POLICY
<b>3.1 Ecosystems</b>		
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
<b>3.2 Forest Ecosystems</b>		
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
<b>3.3 Freshwater and Wetland Ecosystems and Riparian Zones</b>		
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
<b>3.4 Coastal and Marine Ecosystems</b>		
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

**PART IV: Policies for the Stewardship of Resources**

CONSISTENT	NO.	DIRECTIVE POLICY
<b>4.1 Agricultural Land</b>		
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
<b>4.2 Forests</b>		
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
<b>4.3 Wildlife and Vegetation</b>		
<b>4.4 Freshwater Resources</b>		
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
<b>4.5 Coastal Areas and Marine Shorelands</b>		
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
<b>4.6 Soils and Other Resources</b>		
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

**PART V: Policies for Sustainable Communities**

CONSISTENT	NO.	DIRECTIVE POLICY
<b>5.1 Aesthetic Qualities</b>		
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
<b>5.2 Growth and Development</b>		
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
<b>5.3 Transportation and Utilities</b>		
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
<b>5.4 Disposal of Waste</b>		
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
<b>5.5 Recreation</b>		
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
<b>5.6 Cultural and Natural Heritage</b>		
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
<b>5.7 Economic Opportunities</b>		
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
<b>5.8 Health and Well-being</b>		
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

<b>POLICY STATEMENT COMPLIANCE</b>	
✓	<b>COMPLIANCE WITH TRUST POLICY</b>
	<b>NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:</b>

## Roadside Signage – Draft Project Charter –Version 3.0

Gabriola Island Local Trust Committee

Date: May 3, 2016

**Purpose** To review Gabriola Island’s Land Use Bylaw No. 177 (and, where appropriate, Gabriola Island’s Official Community Plan No. 166) with respect to the issue of roadside signage regulations.

**Background** The issue of roadside signage on Gabriola has been discussed since at least 2010. Staff had initial discussions with the Ministry of Transportation and Infrastructure (MOTI) in 2010; the Local Trust Committee revised the Official Community Plan in 2011; the Gabriola Island Chamber of Commerce (GICC) completed a Tourism Signage Audit report in 2011; Bylaw Enforcement followed up with various public complaints (2012-2015); and in May 2015, the Local Trust Committee resolved to add roadside signage as a Top Priority (resolution GB-2015-058).

### Objectives

- To meet with MOTI to discuss the ongoing roadside signage issue;
- To hold CIMs and a public survey to hear from GICC and other stakeholders (e.g. Gabriola businesses) regarding roadside signage; and
- To develop a roadside signage strategy for Gabriola (including a Terms of Reference)

### In Scope

- One Staff meeting with MOTI as per 1992/1996 Letter of Agreement
- Two CIMs and one public survey for public consultation
- Develop a strategy for roadside signage on Gabriola (including a Terms of Reference)
- Review and revise Project Charter as necessary

### Out of Scope

- Meeting with MOTI on behalf of GICC and other stakeholders
- IT acting as a liaison for the GICC to solve signage concerns for businesses
- Public consultation beyond two Open Houses/CIMs and one survey

## Workplan Overview

Deliverable/Milestone	Date
Adoption of Project Charter	October 22, 2015
Planning Staff meeting with MOTI staff (as per Interagency Task Force in the 1996 Letter of Understanding) to discuss roadside signage issues on Gabriola	Nov. or Dec. 2015
Open House/CIM to meet with GICC and other stakeholders to follow up with info and discussion regarding meeting with MOTI, as well as hearing public concerns around signage	January 2016
Presentation of public findings from Open House/CIM to the LTC during the regular business meeting. LTC to provide feedback and direction to Staff	February 2016
Planning staff to hold second Open House/CIM to get additional public feedback on roadside signage issues on Gabriola and work to develop a roadside signage strategy for the island	April 2016
Planning Staff presentation of final recommendations and roadside signage strategy to the LTC during the regular business meeting	May 2016
Planning Staff presentation of proposed Land Use Bylaw amendments to the LTC during the regular business meeting (scheduled on Mudge Island)	July 2016
Continuation of the bylaw amendment process	September 2016

### Project Team

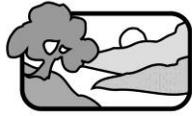
Teresa Rittemann, Planner 1	Project Manager
Ann Kjerulf, Regional Planning Manager	Project Supervisor
Rob Milne, Island Planner	Project Support
Penny Hawley, Planning Team Assistant	Mail-outs / Support
Islands Trust Bylaw Enforcement Department	Bylaw Support

### Budget

Budget Source: Special Projects

Fiscal	Item	Cost
2015/16	Communications (e.g. advertising for Open Houses/Community Information Meetings)	\$900
2015/16	Two Open Houses (venue rental, refreshments, other associated costs etc.)	\$1,000
2016/17	Land Use Bylaw amendment process	\$600
	<b>Total</b>	<b>\$2,500</b>

<b>RPM Approval:</b>	<b>LTC Endorsement:</b>
<b>Date:</b>	Resolution #: GB-2016-056
	<b>Date: May 26, 2016</b>



File No.: GB-6500-20 Housing  
Options Review Project

DATE OF MEETING: November 10, 2016  
TO: Gabriola Island Local Trust Committee  
FROM: Sonja Zupanec, Island Planner  
Northern Office  
SUBJECT: Housing Options Review Project – Results of Community Survey

## RECOMMENDATION

1. That the Gabriola Island Local Trust Committee request staff to prepare draft amending bylaws for LTC consideration prior to public consultation, which enable the option for a secondary suite on a lot 2 hectares or larger, in lieu of an accessory cottage, with the following draft parameters:
  - a. The maximum size of a secondary suite to be 968 square feet or 40% of the habitable floor area of the principal dwelling (whichever is less); and
  - b. The maximum size of an accessory cottage to be increased from 700 square feet to 968 square feet; and
  - c. The secondary suite to be permitted either within the principal residence; attached to the principal residence; or above a non-residential building; and
  - d. For those lots within the Agricultural Land Reserve, a secondary suite to be permitted within the principal residence or above a non-residential building.
2. That the Gabriola Island Local Trust Committee request staff to bring forward further information on the regulatory issues and considerations related to the permanent use of a custom built tiny homes on a chassis for consideration by the LTC.

## REPORT SUMMARY

The purpose of this report is to provide a summary of the November 10, 2016 planner presentation to the Local Trust Committee (LTC) on the results of the housing options review project community survey.

## ANALYSIS

### Consultation:

Planning staff has reviewed the results of the community survey and the written responses received to date (Attachments 1 and 2). The Advisory Planning Commission (APC) members met on October 18, 2016 as a working group with planning staff to review the results and discuss land use planning implications of the various housing options presented. Generally, the discussion with the APC was consistent with the general trends presented in the survey responses:

- Significant concerns about the use of a recreational vehicle or travel trailer as a permanent dwelling;
- Support for allowing a custom built tiny home on a chassis to be used as a permanent dwelling (principal or accessory);

- Support for a secondary suite in lieu of accessory cottages on lots 2 hectares or larger;
- Support for a secondary suite above an existing non-residential building on land in the Agricultural Land Reserve (ALR); and
- Support for secondary suites to be limited in size to a maximum of 968 square feet or 40% of the habitable floor area of the principal dwelling.

Staff will be providing a detailed presentation to the LTC on November 10, 2016 on each of the topics of the community survey as well as the planning implications considered in formulating the staff recommendation.

**Rationale for Recommendation:**

There is strong community support for increased flexibility for property owners with lots 2 hectares or larger to consider the option of constructing a secondary suite or an accessory cottage. Staff supports proceeding with drafting amending bylaws to permit a secondary suite in lieu of an accessory cottage on lots 2 hectares or larger as per the recommendation included on Page 1 of the report.

**ALTERNATIVES**

**1. Request further information**

The LTC may request further information be provided prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request.

**Resolution:**

“That the Gabriola Island Local Trust Committee request that staff prepare an analysis of issues related to secondary suites being permitted in lieu of accessory cottages on lots 2 hectares or larger.”

**2. Receive for information**

The LTC may receive the report for information at this time.

**NEXT STEPS**

Staff will prepare draft bylaws and a supplemental staff report for the LTC’s consideration for the January 2017 regular business meeting of the LTC.

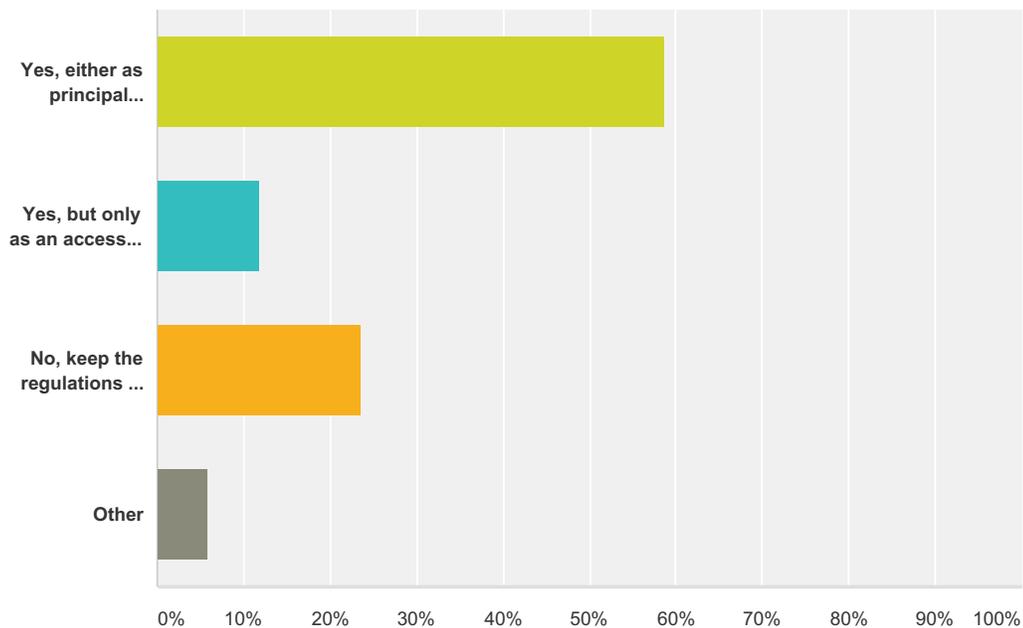
Submitted By:	Sonja Zupanec, RPP Island Planner	October 31, 2016
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	October 31, 2016

**ATTACHMENTS**

1. Summary of survey data
2. Summary of written responses to survey questions

**Q1 TOPIC A: The following two questions are specific to the Local Trust Committee’s interest in reviewing the existing temporary dwelling regulations to permit the permanent use of a recreational vehicle, travel trailer, or a tiny home on a chassis, on a lot where a single family dwelling use is permitted, WITHOUT any increase in density on the lot. The Gabriola Island Land Use Bylaw does not permit a travel trailer, recreational vehicle, or custom-built tiny home on a chassis to be used as a permanent dwelling EXCEPT for: a) temporary use with a valid RDN building permit to build a permanent residence; or b) a maximum of 90 days per calendar year. Do you support amending the bylaw to permit permanent use of such a structure as a dwelling on any lot where single family dwelling use is permitted?**

Answered: 418 Skipped: 10

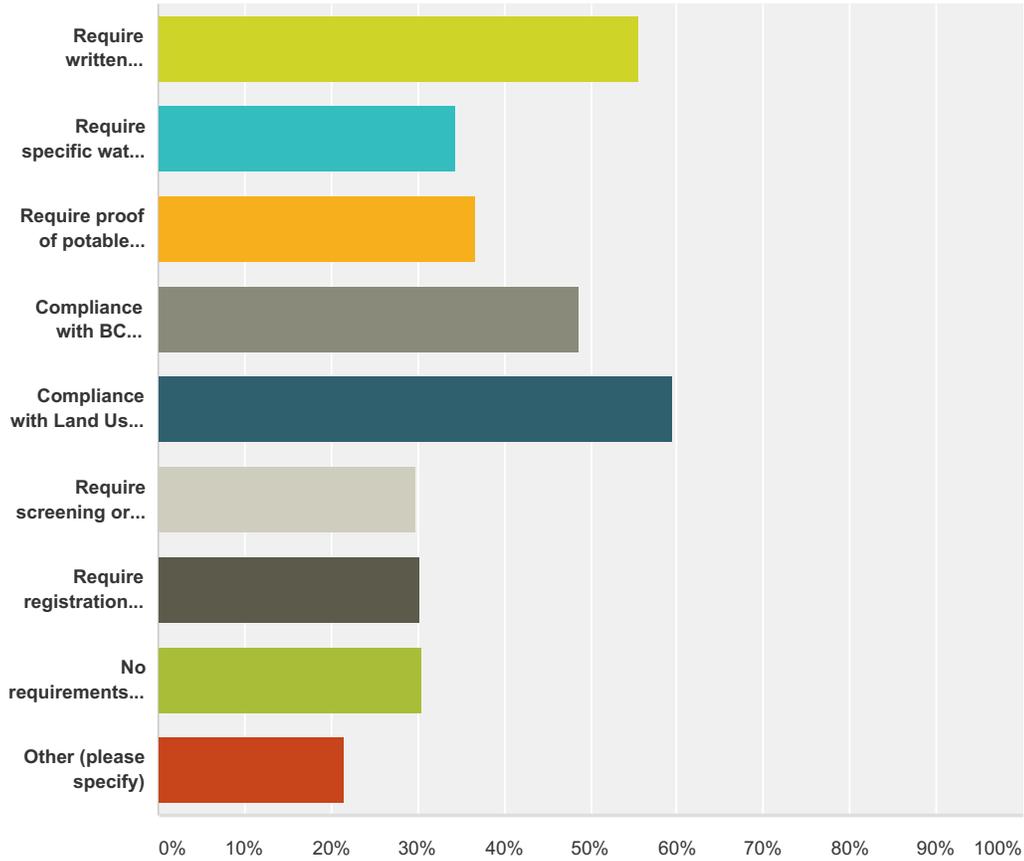


Answer Choices	Responses
Yes, either as principal dwelling or an accessory cottage where permitted.	58.61% 245
Yes, but only as an accessory cottage where permitted.	11.96% 50

No, keep the regulations as they are allowing temporary use only.	23.68%	99
Other	5.74%	24
<b>Total</b>		<b>418</b>

**Q2 Which of the following should be addressed to permit a travel trailer, recreational vehicle or other unique dwellings for permanent residential use (check all that apply):**

Answered: 409 Skipped: 19

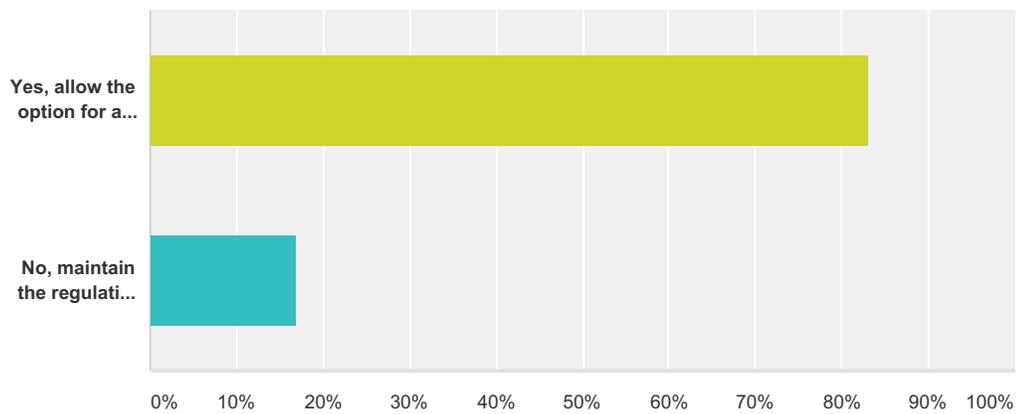


Answer Choices	Responses
Require written verification of septic system capacity and connectivity.	55.50% 227
Require specific water conservation measures.	34.47% 141
Require proof of potable water.	36.67% 150
Compliance with BC Building, Fire and Safety Codes or equivalent standards (i.e. CSA).	48.66% 199
Compliance with Land Use Bylaw regulations (ie. siting, setbacks, height, and lot coverage).	59.41% 243
Require screening or other measures to address appearance/aesthetic concerns.	29.83% 122

Require registration of a restrictive covenant on title to ensure that a travel trailer, recreational vehicle or other movable dwelling is removed once the residential use ceases.	<p><b>30.32%</b> 124</p>
No requirements as long as the use complies with the siting, setbacks and permitted density of the zone.	<p><b>30.56%</b> 125</p>
Other (please specify)	<p><b>21.52%</b> 88</p>
<p><b>Total Respondents: 409</b></p>	

**Q3 TOPIC B: The following four questions are specific to the Local Trust Committee’s interest in reviewing the option for secondary suites to be built on lots over 2 hectares (4.94 acres) in size where accessory cottages are permitted (permit one secondary suite OR one accessory cottage). The Gabriola Island Land Use Bylaw currently permits one accessory cottage (up to a maximum of 700 square feet) on lots over 2 hectares (4.94 acres) in size in several residential zones. Do you support amending the bylaw to permit either a secondary suite OR an accessory cottage on appropriately zoned lots over 2 hectares (4.94 acres) in size?**

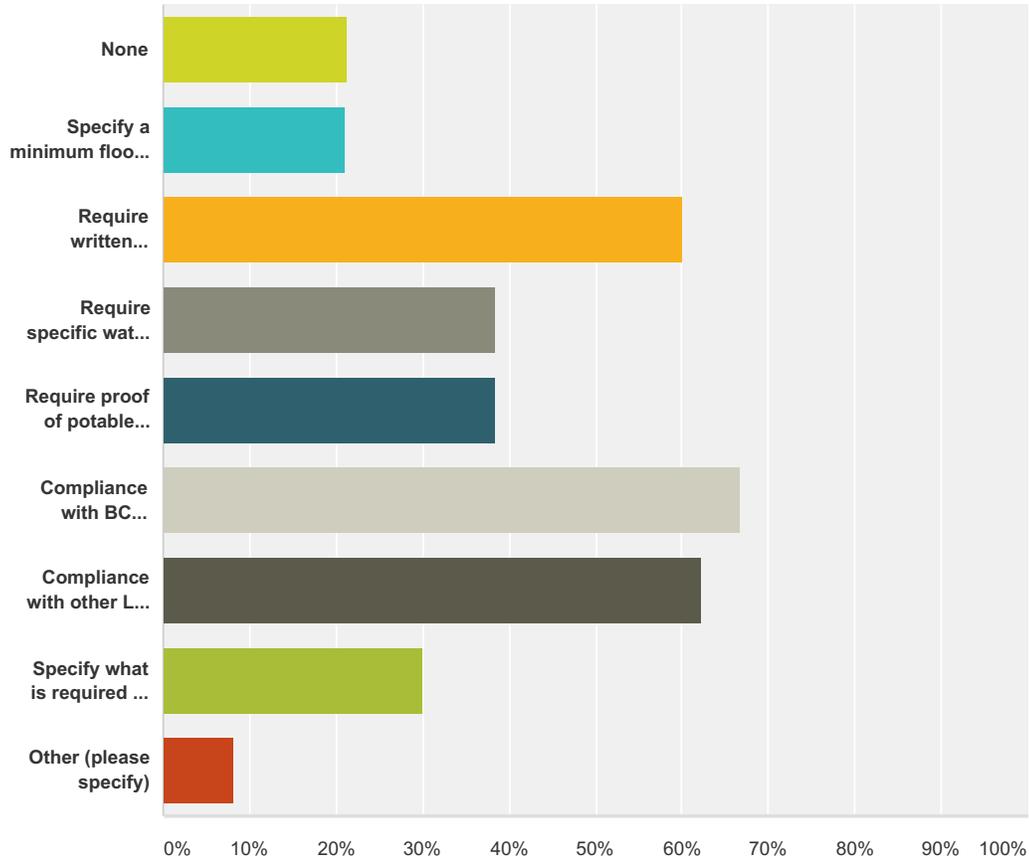
Answered: 412 Skipped: 16



Answer Choices	Responses
Yes, allow the option for a suite or accessory cottage.	83.01% 342
No, maintain the regulations as they are permitting onlyan accessory cottage.	16.99% 70
<b>Total</b>	<b>412</b>

### Q4 What provisions should be considered if secondary suites are to be allowed in lieu of accessory cottages? Check all that apply:

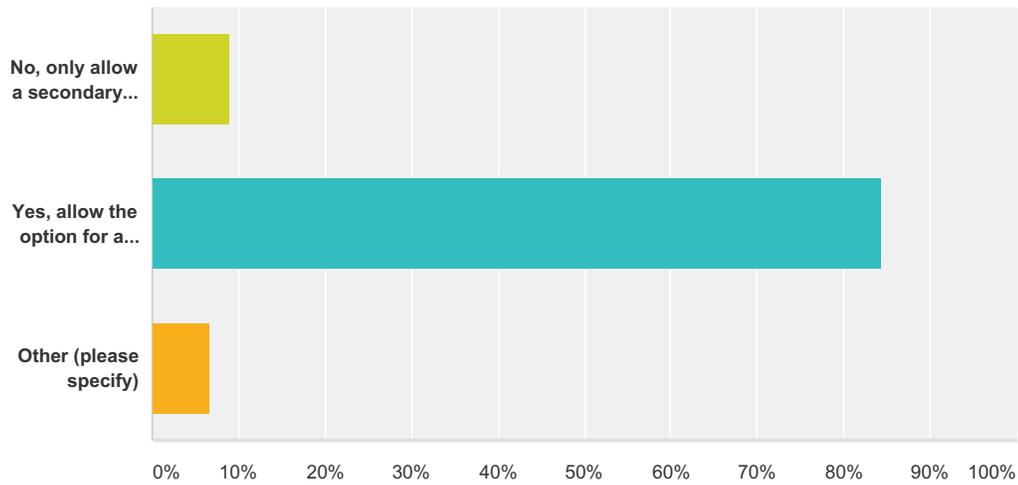
Answered: 418 Skipped: 10



Answer Choices	Responses
None	21.29% 89
Specify a minimum floor area not just a maximum floor area.	21.05% 88
Require written verification that septic system can handle extra occupants.	60.05% 251
Require specific water conservation measures.	38.52% 161
Require proof of potable water.	38.52% 161
Compliance with BC Building, Fire and Safety Codes.	66.75% 279
Compliance with other Land Use Bylaw regulations (ie. siting, setbacks, height, and lot coverage).	62.20% 260
Specify what is required for the suite to be considered attached to principal dwelling (e.g. shared wall space).	30.14% 126
Other (please specify)	8.13% 34
<b>Total Respondents: 418</b>	

**Q5 Do you support amending the bylaw to allow for the option of a secondary suite (in lieu of an accessory cottage) to be located within the principal dwelling (main house) OR above a non-residential building (e.g. garage, barn, workshop etc.) ?**

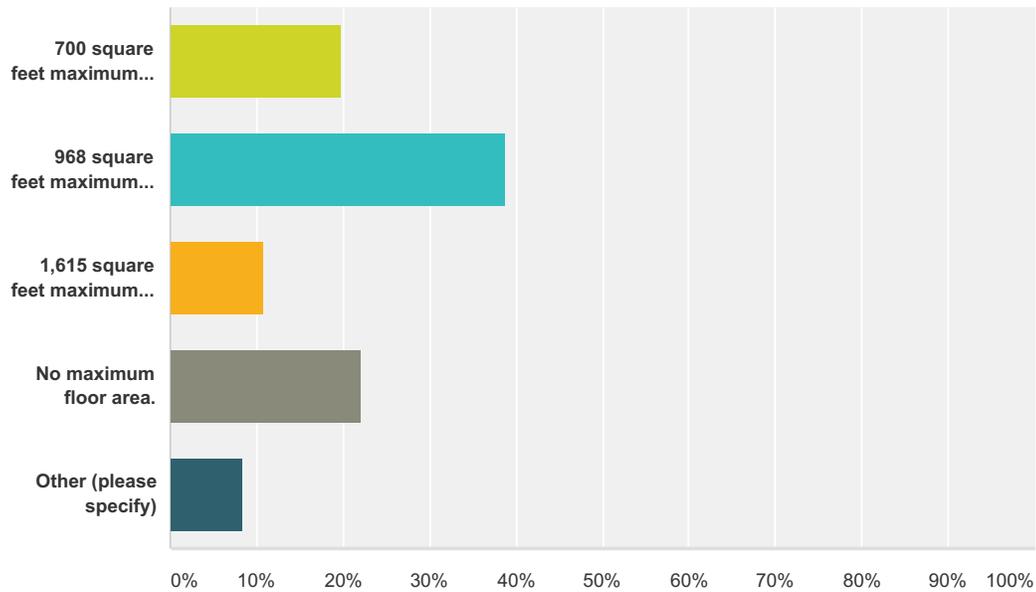
Answered: 416 Skipped: 12



Answer Choices	Responses
No, only allow a secondary suite within the principal dwelling.	8.89% 37
Yes, allow the option for a secondary suite to be within the principal dwelling OR above a non-residential building.	84.38% 351
Other (please specify)	6.73% 28
<b>Total</b>	<b>416</b>

**Q6 What is the maximum floor area that should be allowed for a suite above a non-residential building ? (Note the BC Building Code has a maximum floor area of 90 m2 or 968 square feet for secondary suites within dwellings).**

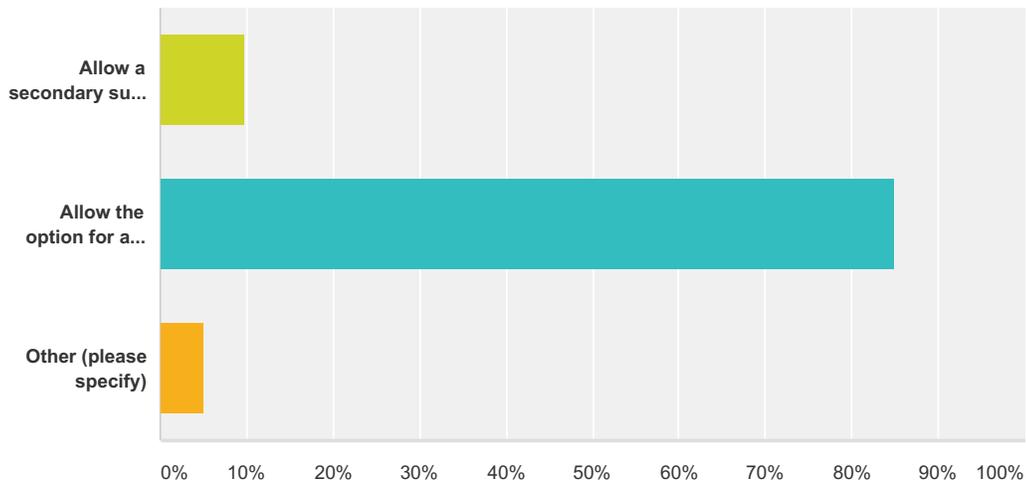
Answered: 417 Skipped: 11



Answer Choices	Responses
700 square feet maximum floor area which is the same for accessory cottages in several residential zones.	19.90% 83
968 square feet maximum floor area which is the same for secondary suites in the BC Building Code.	38.85% 162
1,615 square feet maximum floor area which is the maximum floor space for a home occupation on lots over 2 ha.	10.79% 45
No maximum floor area.	22.06% 92
Other (please specify)	8.39% 35
<b>Total</b>	<b>417</b>

**Q7 TOPIC C: The following two questions are specific to properties on Gabriola Island within the provincial Agricultural Land Reserve (ALR). The Gabriola Island Land Use Bylaw currently permits secondary suites only within a principal dwelling in the ‘Agriculture’ (AG) zone on lots over 2 hectares (4.94 acres) in size within the ALR, whereas the provincial Agricultural Land Commission allows suites to be located either within a principal dwelling or above an existing accessory (non-residential) building such as a barn, workshop or garage). Do you support amending the bylaw to permit the option for a secondary suite to either be located within a principal dwelling OR above a non-residential building (e.g. garage, barn, workshop etc.), on lots over 2 ha in size in the ALR/AG zone?**

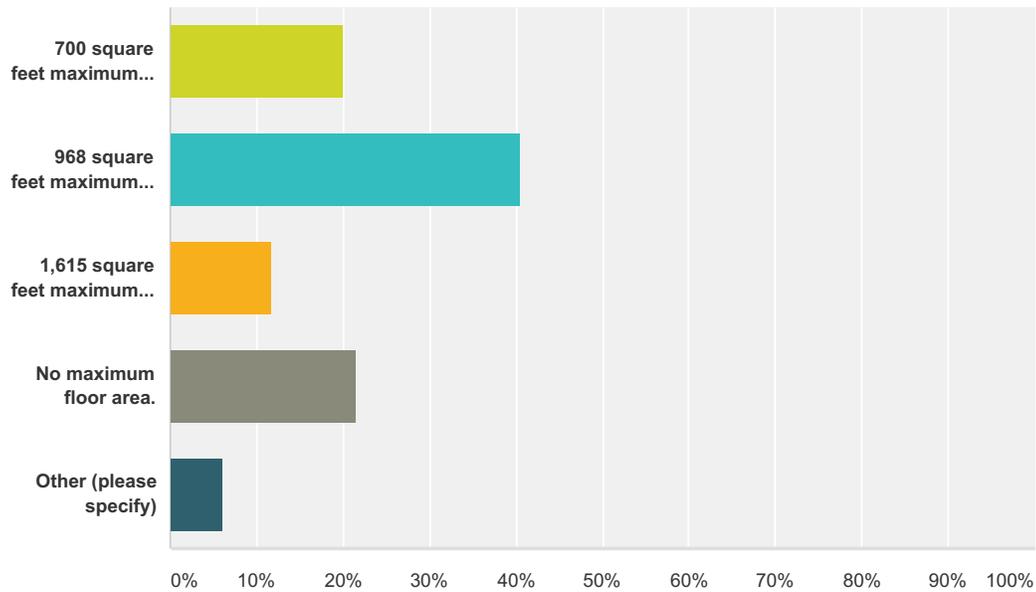
Answered: 415 Skipped: 13



Answer Choices	Responses
Allow a secondary suite only within the principal dwelling.	9.88% 41
Allow the option for a secondary suite to be within the principal dwelling OR above a non-residential building.	85.06% 353
Other (please specify)	5.06% 21
<b>Total</b>	<b>415</b>

**Q8 What is the maximum floor area that should be allowed for a suite above a non-residential building on lands in the ALR? (Note the BC Building Code has a maximum floor area of 90 m2 or 968 square feet for secondary suites within dwellings).**

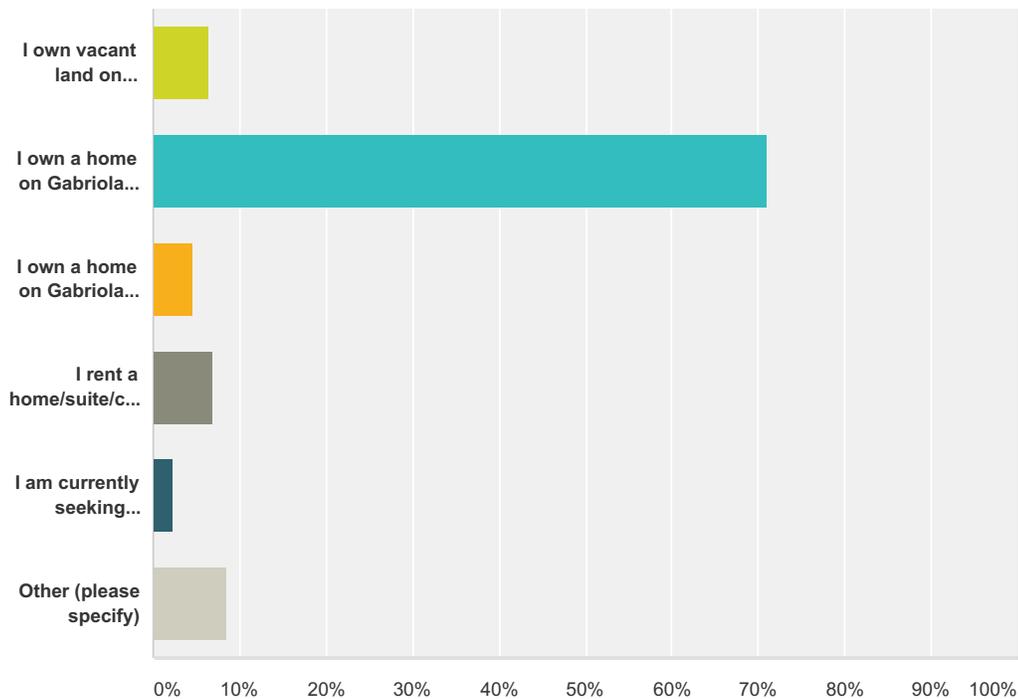
Answered: 412 Skipped: 16



Answer Choices	Responses
700 square feet maximum floor area which is the same for accessory cottages in other zones.	20.15% 83
968 square feet maximum floor area which is the same for secondary suites in the BC Building Code.	40.53% 167
1,615 square feet maximum floor area which is the maximum floor area for a home occupation.	11.65% 48
No maximum floor area.	21.60% 89
Other (please specify)	6.07% 25
<b>Total</b>	<b>412</b>

**Q9 The Gabriola Island Local Trust Committee is interested in building and strengthening relationships with community groups and government agencies to support affordable and attainable housing options on Gabriola. Please select all the statements which are applicable to you:**

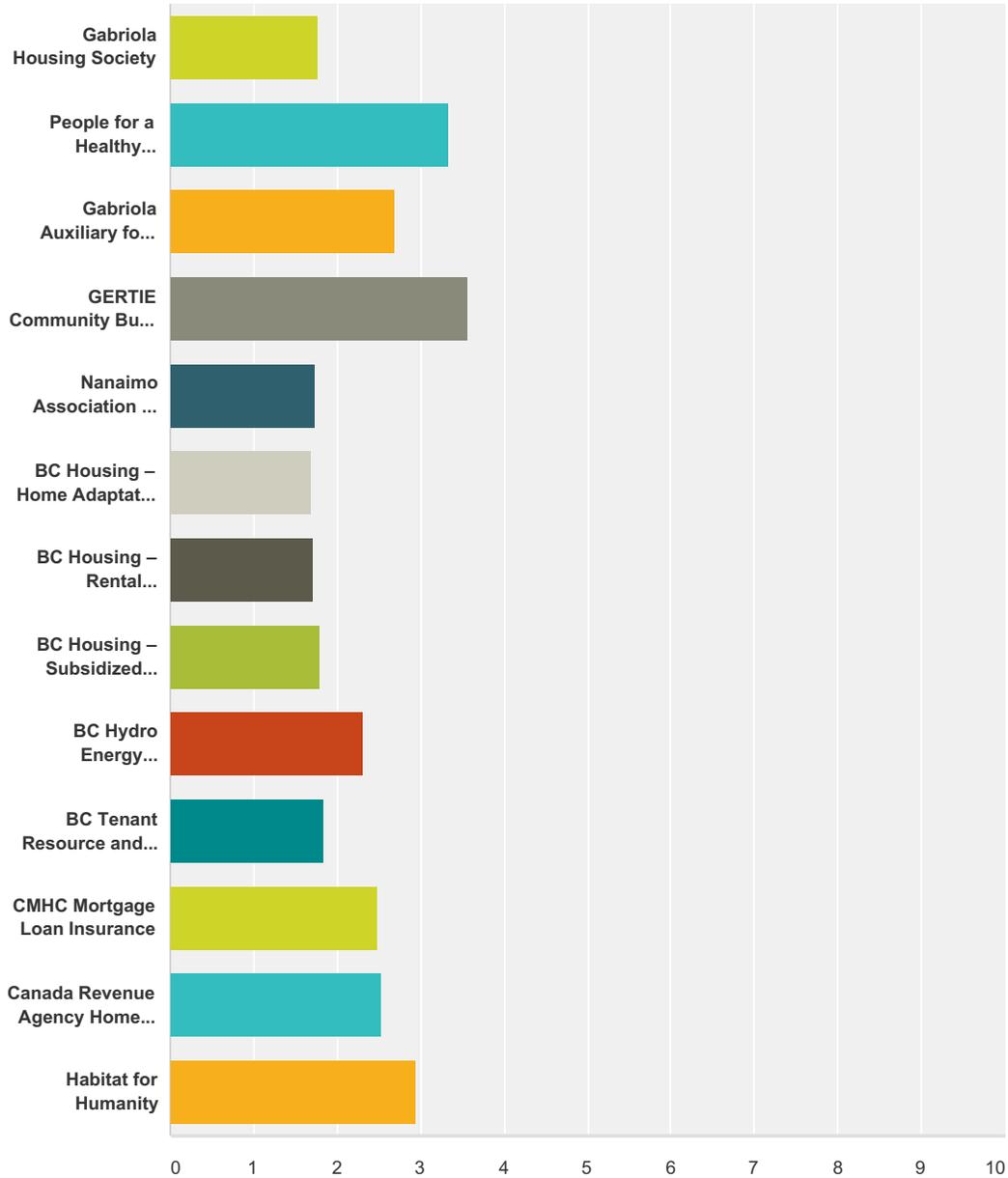
Answered: 418 Skipped: 10



Answer Choices	Responses
I own vacant land on Gabriola Island.	6.46% 27
I own a home on Gabriola Island which is my primary residence.	71.05% 297
I own a home on Gabriola Island which is my temporary/seasonal residence.	4.55% 19
I rent a home/suite/cottage on Gabriola Island as my permanent residence.	6.94% 29
I am currently seeking permanent accommodation on Gabriola Island.	2.39% 10
Other (please specify)	8.61% 36
<b>Total</b>	<b>418</b>

### Q10 How familiar are you with the following group/agency/program (scale of 1 - 5) with 1 being least familiar and 5 being most familiar?

Answered: 411 Skipped: 17



	1 - Least familiar	2- Somewhat familiar	3- Familiar	4- Very Familiar	5- Most Familiar	Total	Weighted Average
Gabriola Housing Society	53.08% 207	26.92% 105	12.82% 50	4.36% 17	2.82% 11	390	1.77
People for a Healthy Community (PHC Gabriola)	7.34% 29	20.25% 80	24.81% 98	26.08% 103	21.52% 85	395	3.34

Gabriola Auxiliary for Island Health Care Society	<b>24.05%</b> 95	<b>22.03%</b> 87	<b>25.82%</b> 102	<b>16.46%</b> 65	<b>11.65%</b> 46	395	2.70
GERTIE Community Bus (Gabriola Environmentally Responsible Trans-Island Express)	<b>5.05%</b> 20	<b>11.87%</b> 47	<b>28.28%</b> 112	<b>30.30%</b> 120	<b>24.49%</b> 97	396	3.57
Nanaimo Association of Community Living	<b>59.36%</b> 222	<b>19.79%</b> 74	<b>12.03%</b> 45	<b>5.08%</b> 19	<b>3.74%</b> 14	374	1.74
BC Housing – Home Adaptation for Independence	<b>65.34%</b> 247	<b>13.76%</b> 52	<b>9.79%</b> 37	<b>8.73%</b> 33	<b>2.38%</b> 9	378	1.69
BC Housing – Rental Assistance Program	<b>59.46%</b> 220	<b>19.73%</b> 73	<b>11.62%</b> 43	<b>7.57%</b> 28	<b>1.62%</b> 6	370	1.72
BC Housing – Subsidized Housing	<b>58.29%</b> 218	<b>17.65%</b> 66	<b>12.57%</b> 47	<b>9.09%</b> 34	<b>2.41%</b> 9	374	1.80
BC Hydro Energy Conservation Assistance Program	<b>33.33%</b> 126	<b>25.93%</b> 98	<b>22.22%</b> 84	<b>12.70%</b> 48	<b>5.82%</b> 22	378	2.32
BC Tenant Resource and Advisory Centre	<b>55.71%</b> 205	<b>19.02%</b> 70	<b>13.32%</b> 49	<b>9.24%</b> 34	<b>2.72%</b> 10	368	1.84
CMHC Mortgage Loan Insurance	<b>32.63%</b> 123	<b>22.02%</b> 83	<b>20.16%</b> 76	<b>15.38%</b> 58	<b>9.81%</b> 37	377	2.48
Canada Revenue Agency Home Buyer Tax Credit	<b>33.60%</b> 128	<b>18.90%</b> 72	<b>19.95%</b> 76	<b>16.01%</b> 61	<b>11.55%</b> 44	381	2.53
Habitat for Humanity	<b>14.25%</b> 55	<b>24.35%</b> 94	<b>28.76%</b> 111	<b>18.39%</b> 71	<b>14.25%</b> 55	386	2.94

## Housing Options Review Project Community Survey – Written Responses

### **Q.1 Do you support amending the bylaw to permit permanent use of a travel trailer/recreation vehicle/tiny home on a chassis as a dwelling on any lot where single family dwelling use is permitted?**

#### Q.1 Comments supporting change

- yes, provided it complies w/ bylaw B6.3.1
- We need to find more ways for more attainable housing for young families/etc so that we can increase the number of working people in our population. Please reference the following two bylaws where appropriate to remind that short term accommodation use would not be appropriate: B.6.3.1. ...for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited. B.3.6.1. Bed and Breakfasts. No additional set of cooking facilities may be provided for the bed and breakfast use.
- Yes, we need housing and we need it now! Families are in crisis because of the lack of suitable, attainable housing.
- Yes, either as principal dwelling or an accessory cottage, provided building code regulations are followed and appropriate water/septic compliance is in place.
- Yes, either as principal or accessory, so long as care is taken to ensure some reasonable level of tidiness and upkeep.

#### Q.1 Comments supporting only tiny homes on a chassis

- Yes only for small custom home on chassis
- No to rec vehicles and travel trailers, but open to considering option of custom built home on a chassis.
- I would be ok with a tiny home on a chassis as either a principal dwelling or an accessory cottage but not a travel trailer or recreational vehicle.
- permit tiny homes only for permanent use
- Yes but for Tiny homes only.

## Housing Options Review Project Community Survey – Written Responses

### **Q.2 Which of the following should be addressed to permit a travel trailer, recreational vehicle or other unique dwellings for permanent residential use (check all that apply):**

#### Q.2 Comments Re: No Changes to Existing Regulations

- None of the above, Do we want more of this look on Gabriola. I don't think so. Complaints have been made to Islands Trust to no avail to clean up this lot.
- No to trailers and etc.
- No extra density, preserve Gabriola as a low population, rural island!!
- No to vehicles as homes.
- No travel trailer, no motorhomes, No, No, No. There are already too many trailers used as permanent dwellings. But the Trust Bylaw Officer does not do his job of enforcing our Bylaws.
- Do not continue to erode the rural nature of Gabriola Island.
- We are against turning Gabriola into trailer park or a social housing project!
- Nothing to be addressed, as I answered "no" to QA1. !A2 is misleading as you do not provide a choice to support a "no" response to the previous question. This may negate or lessen the validity of Question A2 responses
- Just said "No". Where is the box for just plain NO to permanent "tiny mobile" structures
- We need better/more value for the tax dollars too little services, too much overhead, for profit and no reporting transparency of how money is spent - Sad
- N/A because of answer of Question A1 is NO. Other comments: Find the jobs first - If no jobs, not need to supply housing opportunities for people who can't support themselves on Gabriola. No increase of density on an Island which has already the highest concentration of density per sq km as already zoned.
- Should not be used as permanent dwelling.
- None checked as I do not agree with recreational vehicles being used as permanent residences
- If our Trustees proceed with making such unwelcomed changes then Islands Trust must compensate all landowners whose property values will plummet if they choose to turn the island into a mass of subdivisions that resemble trashy trailer parks, because such changes will lead to a drop in property values for all those who have developed their properties and established their homes here.
- DO NOT ALLOW SUCH DWELLINGS. PERIOD
- Leave it as it is now
- If the structure is moveable, it should only follow the RV-type regulations.
- Keep law as is.
- no use of such vehicles for permanent residential use
- Keep the existing regulations exactly as they are and do not permit travel trailers or recreational vehicles or "other unique" dwellings as a permitted use of residential property.
- Travel Trailers and Recreational Vehicles should NOT be considered for permanent residential use.

#### Q.2 General Comments:

- Gabriola should have legal rental suites the same as Nanaimo. tiny custom built homes should be permitted. Water should be first consideration all new homes should have fifteen thousand gallons systems (basement) and steel roofs for water collection.
- We need to encourage people to build smaller houses that are not too large for the average family. The tiny house done right is a good alternative for families who cannot afford large, overbuilt homes. There seems to be more support for wealthy people to build huge homes. How are we addressing affordable housing built well?
- Proof that it is on private property and not on the public roadside. We had an example parked in front of our door for months and no one apparently had the authority to order it moved. No one should have temporary or permanent use of the shoulder for their residence. Also, no outhouses, which is different than requiring septic systems. OTHER COMMENTS: Open the way to well-thought out options like tiny

## Housing Options Review Project Community Survey – Written Responses

houses, granny suites, etc. for the benefit of seniors as well as young people/renters..

- Secondary suites should be allowed on all properties regardless of size
- Islands Trust originally gave verbal approval for my carriage house. Said carriage house was built and Islands Trust changed bylaw so carriage house would not be permitted. Cost me \$57,000 to build to lock up. Did not continue till finished as no point to do so. Lost a lot of money.
- I feel that there should be a provision to increase density specifically for multi-family housing in the same way there is provision to increase density for seniors and special needs.
- We have a stand alone cabin with bathroom that someone could utilize. If there was a provision for granny suites on lots over .5 acres, it would be comfortable for 1 or 2 persons.
- I think that government should revisit having co-ops as a means of creating affordable housing. Such a housing co-op could be carefully built with its own water (rainwater) and septic system using the latest methods. Solar energy panels could help reduce hydro costs. The Federal government, the province and Local Islands Trust and CRD need to partner and make it happen.
- Living space above commercial space should be encouraged.
- The limit of one residence per commercial area should be removed "live over" a store has been a long tradition, and works because the responsible people are present. Starting a 'tent city' is expensive!
- A trailer under a properly built carport (trailer on one side, deck on another) is a cost effective, not unsightly and heat conserving method of using trailer, and the trailer will last longer. OTHER COMMENTS: Large lots (>4.96 acres/2 ha) should be permitted to have 2 or even 3 homes to a combined maximum footage of, say, 6,000 sq ft. this would avoid the present situation of 700 sq ft max cottages and encourage families to pool resources.
- Support secondary suites and mini-houses for those in need. Not large lots for multi-millionaires in exchange for an emergency right of way to phase 4 (bribery, in effect).
- What I find perplexing: I can have any number of roommates (as far as I know) share my house and living quarters without legal restrictions on water, sewer, etc. but separate suites need all this legal oversight??
- I believe affordable housing on Gabriola is very scarce and that the Island Trust should allow secondary suites in principal dwellings or within a non-residential building or an accessory cottage under 90 m<sup>2</sup> on properties over 1 ha not just over 2 ha. Thank you for consulting with the residence of Gabriola Island on this issue.
- ?? indicated on compliance and registration items. ? means I am unsure or lack information.
- I'm happy to support all these initiatives, and the work of the Trust to figure out details.
- I do not know the implications of the choices offered so it is difficult to answer. Limit unoccupied monster homes.
- LTC should be bolder and allow these on smaller lot parcels, albeit with restrictions for health and safety reasons
- Thank you. YOU are doing a very difficult job well. I appreciate what you do!
- I believe that it is time to allow secondary suites that are legal and compliant with BC Building Code, Fire and Safety Codes in residential properties less than 2 ha in area.
- We are new to the Gabriola community although we have had our property for 20 years and have visited many times. Going forward we will be much more active in the community as we make Gabriola our home
- Good survey! But the by-law/by-law officer/complaint-driven system is destructive of community and leads to the "wink/wink, nod/nod" method of circumventing the regulations. there are other ways of dealing with community safety and sharing of resources "i.e. the principle/guidelines/elders tribunal approach). Islands Trust need this conversation! P.S.1. Leaving the question of affordable housing only to the private sector is dangerous. We need public options. 2. The issue is not only density. The issue is also footprint and consumption of resources.
- Someone might want to consider the mental health benefits of shared space, whether in same building

## Housing Options Review Project Community Survey – Written Responses

or on property. Mental and physical improvement studies show vast benefits to individuals and community as well as huge financial savings with elders remaining in their homes as a result of having proximity to others. We should require new builds to offer secondary accommodation and give credits to home owner for doing so. Issues of density/septic are old smoke screens used to keep the island a segregated community, off limits and out of reach of the young, marginalized or simply those who cannot afford to purchase and live here.

- I appreciate the work and effort being put into this review. Even if no changes are effected, I will trust that all input was fairly considered
- This is targeting low income islanders

### Q.2 Comments re: Unsightly premise/derelict vehicles:

- No more than one trailer so the derelicts have to be removed
- compliance with safe garbage storage and removal
- any unsightly dwellings repaired or removed
- We elect trustees to preserve and protect the rural nature of this island - not to incrementally increase density and junk it up with trailer and other unightly dwellings. enforce existing by-laws. Too many people are living permanently in trailers. This is no acceptable. The by-law officer can see the trailers when he drives around the island but does nothing about these OBVIOUS violations. Time to do his job!
- None of the above, Do we want more of this look on Gabriola. I don't think so. Complaints have been made to Islands Trust to no avail to clean up this lot.
- my neighbor had a trailer 4 years or longer - no sewage hook-up, no wter, no hydro. It was a filthy eyesore.

### Q.2 Comments re: Services and Approvals:

- The usual comment re: allowing compostable toilets and rock pits for grey water - yes, because young families (or some old) can't meet the septic approval costs (\$25K or more). Research other jurisdictions that have become more flexible with septic requirements and determine what works and what design standards are required for alternative toilets and grey water management.
- Occupancy permit should be required following inspection and approval by a building inspector. Occupancy permit should be time limited eg 6 months or 1 year. Gabriola has little opportunity for unskilled workers to find permanent employment and the IT should not be developing projects that encourage people to come to the island for cheap accommodation.
- Require compliance with permitted density of the zone
- A maximum number of residents in total. Or other health dept approved septic disposal system
- NO requirements
- This should be allowed on all lots with sufficient septic system capacity.
- I would like to development permits based on the carrying capacity of the lots (septic system, well/cisterns) rather than on the size of the lot. The current system discriminates against owners of lots smaller than 2 hectares. I would also like to see I.T. support innovative and unusual creative designs, whenever feasible.
- Our family home housed up to 8 family members when we were raising our family and caring for elderly parents. Now we have the same size home, same septic field, off road parking etc but we are not allowed a secondary suite in a house which is too big for 2 people and is therefore underutilized potential housing. We have plenty of room for a secondary suite. In a society with a lack of affordable housing I cannot understand this unreasonable distinction between lot sizes and secondary suites. A community is people and all people need affordable housing
- composting toilet should be allowed

## Housing Options Review Project Community Survey – Written Responses

- septic, potable water, etc are, of course, important. I do not believe, however, that more by-laws are the way to deal with this.
- Allow where approved holding tanks are in place for Pump and Haul
- The septic could be substituted by a composting toilet.
- add anything else that is required if it's approved and others considerations become obvious
- Allow use of composting toilets
- Many homes, even with wells, purchase potable water, so adding a requirement for proof of potable water would be highly restrictive.
- Fire and Safety codes YES, but whether all current building codes are appropriate or necessary is a different question.
- Compliance with Fire and Safety Codes, not necessarily BC Building code.
- 1) Consider having architectural design guidelines to ensure homes are complementary for the dominant natural beauty and ensure integration with surrounding community. eg, List of finishes/materials types. 2) Consider requiring foundation for tiny home - truly a home vs attracting more transient rentals on vacant (owned) land.
- these structures have a very limited lifespan when not maintained. Some form of standard has to be applied to maintain their livability. There is already a sizeable population living in substandard recreational buildings on Gabriola. I
- Require either verification of septic system capacity and connectivity, or verification of alternate systems like a compostable toilet.
- Holding tank Pump and Haul in place
- Approved septic holding tanks
- Specific requirements to address noise from generators. Ie: limited hours like in campgrounds. Or require a permanent electrical connection for the trailer.
- They must also adhere to bylaw B6.3.1 for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited.
- Support the use of composting toilets as the cost of a septic system could be more than the total construction costs of a "Tiny Home"
- Rainwater should be allowed for potable source if single use
- All verifications are subject to review if the property owner changes.
- The issue of abuse, compliance, maintenance and inspection are so complex and potentially costly that it may not be wise to pursue this course.
- Allow the use of composting toilets, building code is too restrictive
- Requiring a septic system contradicts the goal of making housing "affordable". A new septic costs approximately \$24,000. Most people making minimum wage or with low incomes cannot afford this. There are other acceptable safe alternatives to septic systems such as composting or incinerating toilets.
- We need to find more ways for more attainable housing for young families/etc so that we can increase the number of working people in our population. Please reference the following two bylaws where appropriate to remind that short term accommodation use would not be appropriate: B.6.3.1. ...for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited. B.3.6.1. Bed and Breakfasts. No additional set of cooking facilities may be provided for the bed and breakfast use.
- I presume this is for a tiny home or RV etc. as home rather than a conventional home (not in addition to). Items above such as potable water should be the same, regardless of nature of building (e.g. well or buy water etc.)
- Re: remove when res use ceases: a renter should be allowed to stay if the home is sold and simply transfers ownership.
- Not to be used for short term accommodation
- Re: septic - alternatively using greywater re-use and composting toilets. Alternative methods to treat grey and black water.

## Housing Options Review Project Community Survey – Written Responses

- Require proof of acceptable toilet and grey water treatment (e.g. composting toilet and grey water treatment system)
- Allow composting toilets. Composting toilet technology has come a long way and is approved for use in many of the jurisdictions. It would be something that would open up more affordable and SUSTAINABLE options on Gabriola
- septic system connectivity or greywater and composting toilet.
- Must be minimum lot size to qualify of at least 2 ha.
- No requirements, period.
- composting toilet options should be considered. Re: requirement to move trailer/etc. once not residing - can prop still be sold to others with trailer on prop? If not, I disagree

## Housing Options Review Project Community Survey – Written Responses

### **Q.3 Do you support amending the bylaw to permit either a secondary suite OR an accessory cottage on appropriately zoned lots over 2 hectares (4.94 acres) in size?**

#### Q.3 General Comments

- What about under 2 acres? Those who have more, get more.
- Also 700 sq ft - 900-1000 sq ft much more practical living space given that many don't have basements/storage. Some people have been able to "extend" the 700 sq ft rule creatively within lofts (not counted in footprint) but this does not accommodate the many individuals with mobility issues/seeking to age in place that may have difficulty with stairs.
- allow a secondary cottage on land over 1/2 acre
- Size of cottage and house should be combined to allow cottages of more than 700 sq ft
- I understood this was already a by-law - 700' or less
- Secondary suites that comply with current RDN regulations for secondary suites in areas designated R1
- Allow a secondary suite and accessory cottage or two if both 600 sq ft or under
- allow both suite and a cottage with proper septic
- secondary suite only. Note here: The survey does not allow further comments so I am putting them here: The secondary suite or tiny home idea would work best where the bus runs.
- I would be in favour of secondary suites if they allowed low income residents permanent, stable, and safe housing, not for short term tourist rentals
- If it's your land.. One acre or less even if you have room, you are willing, by law shouldn't prevent it. Housing crisis is serious and real. Mother in law type of suites should be allowed. The current situation is oppressive and ridiculous
- The number of people is more important than the number of buildings
- Allow the suites or cottages to be up to 1000 sq. ft.
- There should not be a minimum lot size. People need affordable housing, who cares if it is 2 acres or two hectares. Ridiculous.
- It would be too easy to slip in both a secondary suite plus an accessory cottage. As well, with a cottage, the septic fields will presumably be separate, whereas a secondary suite will be using the same septic field. Would that be problematic?
- Yes but in order to ensure the housing is affordable you need to cap rental limits. If you do not, these suites will simply become a way for richer people to use poorer disadvantaged people to help pay their mortgage. Ultimately, this results in more wealth disparity in the long-term.
- We need to find more ways for more attainable housing for young families/etc so that we can increase the number of working people in our population. Please reference the following two bylaws where appropriate to remind that short term accommodation use would not be appropriate: B.6.3.1. ...for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited. B.3.6.1. Bed and Breakfasts. No additional set of cooking facilities may be provided for the bed and breakfast use.
- as long as the suite or cottage is designated as a dwelling and not a short-term tourist rental
- I agree with OR. I do not agree with allowing both an accessory cottage and a secondary suite.
- It should be allowed on 1/2 acre lots.
- some lots under 2 acres are suitable and should be considered if they meet other requirements
- should also be allowed on smaller lots!
- Do not agree with lot size
- No suites

## Housing Options Review Project Community Survey – Written Responses

**Q.4 What provisions should be considered if secondary suites are to be allowed in lieu of accessory cottages? Check all that apply:**

### Q.4 General Comments

- allow on all lots (residential)
- No enough information. I probably support any reasonable requirement
- Secondary suites are a good idea to help with low income residents of Gabriola.
- We need to find more ways for more attainable housing for young families/etc so that we can increase the number of working people in our population. Please reference the following two bylaws where appropriate to remind that short term accommodation use would not be appropriate: B.6.3.1. ...for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited. B.3.6.1. Bed and Breakfasts. No additional set of cooking facilities may be provided for the bed and breakfast use.
- I can add people to my home who are relatives with no requirements so why does a non relative make a difference
- Why is this being restricted to lots over 2 hectares. Housing is in desperate demand on Gabriola, and we should allow residences that meet these requirements on smaller lots.

### Q.4 Comments on Servicing and Approvals

- require water conservation if well produces insufficient volume and quality
- REGISTER secondary suites when used as rentals to track # of available rentals and # of users of H2O and septic
- Adhere to fire and safety codes. Some building codes are too strict.
- should be connected to the house
- maximum number of residents
- Do not overtax the septic system-many are already failing
- Should be connected to the house
- Specify number of people allowed on the property
- Not to be used for short term accommodation
- Alternative measures such as greywater re-use, composting toilets could be considered if septic system is not adequate.
- Allow for composting toilets, building code is too restrictive
- Must adhere to B3.6.1 e. and as they would likely have cooking facilities, cannot be used as Bed and Breakfast accommodation
- Minimum is a bad idea if you want tiny home options and the tiny home could be the main house and a secondary suite might actually be larger than the main house...would it then be the accessory/secondary?
- Support use of composting toilet
- Rainwater should be allowed for potable source if single use
- Ensure adequate water supply for maximum occupancy.
- I presume on site parking is part of compliance with bylaw regs?
- As far as I know local governments are not able to legally allow secondary suites that do not comply with Building, Fire and Safety Codes without incurring liability, so why ask?
- Compliance with Fire and Safety codes (not building code due to limitations on maximum building size)

### Q.4 Comments Not Supporting

- No secondary suites
- No suites
- No secondary suites

## Housing Options Review Project Community Survey – Written Responses

- no suite
- DO NOT ALLOW SUITES. DO NOT ALLOW PARKING ON STREET SHOULDERS
- Too difficult to police so leave it alone
- Secondary suites raise the density without offset and should not be approved

## Housing Options Review Project Community Survey – Written Responses

**Q.5 Do you support amending the bylaw to allow for the option of a secondary suite (in lieu of an accessory cottage) to be located within the principal dwelling (main house) OR above a non-residential building (e.g. garage, barn, workshop etc.) ?**

### Q.5 General Comments

- including various kinds of structures, even stores, commercial so it doesn't have to be done over again.
- Living above garage, workshop etc can be dangerous depending on the activity carried on in the garage or workshop
- subject to B2
- I support secondary suites either in the main dwelling or above a non residential building only if used for low income housing not for short term tourist rentals.
- Yes, again lot size should not matter.
- We need to find more ways for more attainable housing for young families/etc so that we can increase the number of working people in our population. Please reference the following two bylaws where appropriate to remind that short term accommodation use would not be appropriate: B.6.3.1. ...for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited. B.3.6.1. Bed and Breakfasts. No additional set of cooking facilities may be provided for the bed and breakfast use.
- Option for either within or above, but also remove no toilet in accessory buildings rule
- Specify ONE OF: accessory bldg, carriage house OR secondary suite per 2 ha lot.
- I support apartments above stoeps as well as in other non-residential building, whilst recognizing that some small density increase could be implied
- Allow Carriage Houses. Other places allow them.
- I think it can be anywhere; as a suite or standalone building as long as the total sq footage does not exceed the current 20% rule.
- A secondary suite above a non-residential building is called a carriage house. I support this only if the size is restricted to the same size as the cottages.
- This should not be restricted to lots of 2 hectares or more. As long as requirements are met, let's allow them on smaller lots, too. Housing is a crisis for many of our residents.

### Q.5 Comments Not Supporting

- Again, we should not be increasing density without offsets such as reduction elsewhere through new park and or similar.
- No!
- No suites!!
- No suites
- No secondary suites
- no suite
- No, only allow cottage
- REDUCE DENSITY. NO SUITES, THANK YOU.
- I don't support either option. It is too open to abuse.
- Police what is going on now and leave the rules as they are
- I do not agree with allowing a secondary suite to be located anywhere outside of the permanent residence.
- no to both

## Housing Options Review Project Community Survey – Written Responses

**Q.6 What is the maximum floor area that should be allowed for a suite above a non-residential building ? (Note the BC Building Code has a maximum floor area of 90 m2 or 968 square feet for secondary suites within dwellings).**

### Q.6 Comments not supporting

- Not an issue as should not be allowed.
- No suites!!
- No to extra density. No suites!
- No suites. We have enough people and cars here.
- no suite
- no suite
- No secondary suite in non-residential bldg.
- I do not support this at all in any way, shape or form.
- No
- We don't agree with a suite above a garage, etc.
- NO SUITES.
- I don't support any of the options.
- No - keep the current regulations but POLICE IT
- I do not agree with allowing a secondary suite to be located anywhere outside of the permanent residence.

### Q.6 General Comments

- Consider variance option for homeowners to apply for special permit if preferred option is 968 sq ft so that larger spaces could still be entertained based on site specific features (eg. septic/water supply)
- Would depend upon the size of the house or building
- 700 sq ft - max of how many people
- 700 sq ft - 968 sq ft depending. I would support smaller sq footage too - eg 400 sq ft
- dangerous above a garage or shop
- 500 sq ft
- Maximums and minimums are not the issue. Affordable housing is the issue (as opposed to Air B&B).
- Tied to BC building code standards, regardless of current size limit. Do you mean "occupy" or a home business? Not clear
- allow for 100 square feet
- Has to be liveable for specified number of occupants - makes way more sense than an arbitrary floor space requirement. 450 square feet can be good for one person, e.g.
- We need to find more ways for more attainable housing for young families/etc so that we can increase the number of working people in our population. Please reference the following two bylaws where appropriate to remind that short term accommodation use would not be appropriate: B.6.3.1. ...for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited. B.3.6.1. Bed and Breakfasts. No additional set of cooking facilities may be provided for the bed and breakfast use.
- No maximum or minimum if you are also considering "tiny home" option
- If the purpose is to create affordable housing, suites larger than 968 sq ft will be too expensive, but many families say 700 sq ft is not large enough..
- The cottage and the secondary suite should be treated the same. 700 sq ft is very small for 2 people, let alone a family, if you take into consideration an entry vestibule, a utility room, 2 bedrooms, a bath and kitchen/dining/living area. Don't leave this wide open - place some kind of size restriction on it, but more like the 1,615 sq ft maximum.

## Housing Options Review Project Community Survey – Written Responses

- non of the Trusts business if there is a need and people are willing to live in small areas. A condo in a city can be well under 500 square feet
- not sure but probably the 968 as noted above

**Q.7 Do you support amending the bylaw to permit the option for a secondary suite to either be located within a principal dwelling OR above a non-residential building (e.g. garage, barn, workshop etc.), on lots over 2 ha in size in the ALR/AG zone?**

### Q.7 Comments Not Supporting

- No!
- No suites!!
- No suites!
- No suites
- no suite
- No
- No, already allowance for subdivision in ALR
- DO NOT ALLOW EXTRA DENSITY ON THIS SMALL ISLAND. PERIOD.
- I don't support either option.
- no to both

### Q.7 General Comments

- Unsure
- Allow secondary suite within principal dwelling and above non-residential building 2-3 suites 600 sq ft or under
- I think a 2 acre farm should be allowed secondary suite for help with farming
- Too many illegals going on so you need to control them before any decision is made to change it
- We need to find more ways for more attainable housing for young families/etc so that we can increase the number of working people in our population. Please reference the following two bylaws where appropriate to remind that short term accommodation use would not be appropriate: B.6.3.1. ...for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited. B.3.6.1. Bed and Breakfasts. No additional set of cooking facilities may be provided for the bed and breakfast use.
- Allow a secondary suite only within the principal dwelling, in lieu of an accessory cottage on lots (4.94 acres) in size.
- I think it can be anywhere; as a suite or standalone building as long as the total sq footage does not exceed the current 20% rule.
- I support this only if the size is restricted to the same size as a cottage.
- Let's do everything we can to get suitable housing that meets safety and sanitary requirements on our island. Lack of suitable housing is a huge source of stress and anxiety for many island residents.

## Housing Options Review Project Community Survey – Written Responses

**Q.8 What is the maximum floor area that should be allowed for a suite above a non-residential building on lands in the ALR? (Note the BC Building Code has a maximum floor area of 90 m<sup>2</sup> or 968 square feet for secondary suites within dwellings).**

### Q.8 Comments Not Supporting

- No suites!!
- No suites!
- No suites. No extra density. Its an island to be protected, not a city to be exploited.
- no suite
- No
- None
- We do not agree with secondary suites over accessory buildings
- No secondary suite in non residential bldg.
- DO NOT ALLOW SUITES. PERIOD.
- I don't support any of the options.
- Again, Police what is happening currently before making any changes
- I do not agree with allowing a secondary suite to be located anywhere outside of the permanent residence.

### Q.8 General Comments

- We have lived on Gabriola for 25 years. We owned 5 acres and built a home which we sold and moved to a sunnier location which is .90 acre 1400 sq ft home. The original owners did not build any accessory buildings. all our neighbours have a home, accessory buildings and one suite for guests either over their garages or as a separate building. they have been grandfathered in. We have a small house and family, grandchildren who visit. It has been extremely frustrating that we are unable to build a guest room or suite for them to stay in. Our home is considered "custom" built as we have finished the house beautifully with wood, granite, beautiful bathrooms, etc. Any suite would be built to code and aesthetically pleasing to match the main house. It is unfair that we are not allowed to build a suite or cottage for our family to visit. We are not talking about increasing density but just space for visits - not rental. The bylaw impacting us is totally unfair given all the neighbours having suites, cabins and guest spaces. It is really unfair that under 2 acres we are unable to do this. It forces people to sneak around or build monster houses for family.
- Would depend upon the size of the house or building
- 700 sq ft - max of how many people
- Whatever the area reasonably supports. I'm not sure about barns that support 2-3-4 suites. Water, septic, cars?
- Primary residence and vacant land
- AS per B4: follow BC building code or don't. We should not be able to pick and choose which parts of the code we choose to adopt. Either buy in or don't.
- allow 100 square feet
- See comment above on this issue - go by proposed occupancy rather than floor space.
- We need to find more ways for more attainable housing for young families/etc so that we can increase the number of working people in our population. Please reference the following two bylaws where appropriate to remind that short term accommodation use would not be appropriate: B.6.3.1. ...for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited. B.3.6.1. Bed and Breakfasts. No additional set of cooking facilities may be provided for the bed and breakfast use.
- Only if the other is used



**Gabriola Island**

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	<b>Review of roadside signage regulations on Gabriola Island</b>	Develop a roadside signage strategy.	07-May-2015	Teresa Ritemann	
2	Housing Options Review Project	Review regulations to allow option for secondary suite in lieu of accessory cottages on lots over 2ha and over existing buildings; review temporary dwelling regulations;	07-May-2015	Sonja Zupanec	
3	Review of water taxi feasibility at or near Descanso Bay, Gabriola Island		14-Jul-2016	Sonja Zupanec	



Projects

Gabriola Island

Description	Activity	R/Initiated
DeCourcy Island Official Community Plan Review and Advisory Planning Commission Appointments. Topics include: · park areas without park zoning · DAI Bylaw		21-Apr-2011
Hazardous areas and steep slopes development permit area · also consider how to address areas of potentially problematic soils, shoreline erosion, and localized areas of steep terrain		21-Feb-2013
Forage Fish Mapping Workshop	March, 2013 resolution	05-Sep-2013
Land Based Aquaculture	Review most recent provincial direction on land based aquaculture and develop appropriate policies and regulations.	16-Jan-2014
Review OCP and LUB to include protective measures for biodiversity.	Species and Ecosystems at Risk (SEAR) Local Government Working Group my have resources for this project.	19-Jan-2012
Review OCP and LUB to improve protection of coastal areas.		19-Jan-2012
Review OCP and LUB to protect water quality and quantity.		19-Jan-2012
First Nations cultural references in land use planning	Work with Snuneymuxw First Nation (SFN) to seek funding for archaeological mapping and host and invite SFN Councillor Geraldine Manson to make a storytelling presentation on Gabriola.	27-Jan-2011
Consider implementing Eelgrass protection regulations (see February 19, 2014 memorandum).		14-May-2014
Snuneymuxw First Nation Protocol Agreement Implementation		22-Jan-2015
Village Core Review		02-Apr-2015



**Projects**

**Gabriola Island**

Description	Activity	R/Initiated
Strengthen relationship with First Nations		02-Apr-2015
Review of food truck regulations		02-Apr-2015
Including eagle nest mapping in Gabriola OCP		02-Apr-2015
Initiatives to encourage green and renewable energy		02-Apr-2015
Review bylaws around temporary use permits for short term vacation rentals		07-May-2015
Coastal Douglas Fir Conservation Strategy work	Consider policies and other recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems.	14-Jan-2016
Water taxi access for Gabriola Island	Review Official Community Plan and Land-Use Bylaw provisions to encourage water taxi service at or near Descanso Bay	15-Feb-2016
Targeted OCP and LUB review for Mudge Island.	Include housekeeping amendments; review of maximum permitted lot coverage; rainwater collection cisterns being excluded from lot coverage calculations.	14-Jul-2016
Possible Land Use Bylaw Amendments	- Review of temporary sawmill regulations - Definition of personal use of animals for SRR zoned lots	08-Sep-2016



Development Permit

File Number	Applicant Name	Date Received	Purpose
GB-DP-2016.1	Architrave Design Build Ltd.	11-Jul-2016	PID: 012-935-697 785 Ross Way. Upgrades to exterior of building and signage.

Planner: Teresa Rittemann

Planning Status

**Status Date:** 17-Oct-2016

Confirmation with applicant and RPM that this proposal is exempt under LUB reg F.7.2.1.e. from requiring a DP (increase in floor area less than 5 percent, and no change in landscaping or access to site). Gave to Planning Team Assistant to close file and issue partial refund.

**Status Date:** 03-Oct-2016

Planner TR assigned and reviewing application.

File Number	Applicant Name	Date Received	Purpose
GB-DP-2016.2	MID-ISLAND CONSUMER SERVICES COOPERATIVE	30-Aug-2016	PID: 026-113-317 548 North Road. Upgrade to exterior of building and signage.

Planner: Sonja Zupanec

Planning Status

**Status Date:**

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2016.1	SKINNER, Hugh & Elaine	21-Mar-2016	variance to natural boundary of the sea; interior lot line; possible front property line to bring into compliance

Planner: Teresa Rittemann

Planning Status



## Applications

**Status Date:** 27-Oct-2016

Planner reviewing options for applicant and will return to LTC for consideration at the 10-Nov-2016 agenda.

**Status Date:** 29-Aug-2016

Survey received. Planner completed review and staff report to appear on the 8-Sept-2016 LTC meeting agenda.

**Status Date:** 30-Jun-2016

Survey expected early- mid-July. Still aiming for September 8 LTC meeting agenda.

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2016.3	Van Herwaarden, Lynn <b>Planner:</b> Marnie Eggen	24-Aug-2016	PID: 003-422-852 539 Wildwood Crescent, Gabriola Island. DVP to bring property into compliance.
<b>Planning Status</b>			

**Status Date:**

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2016.4	Architrave Design <b>Planner:</b> Teresa Ritemann	11-Jul-2016	PID: 012-935-697 785 Ross Way. Upgrades to exterior of building and signage.
<b>Planning Status</b>			

**Status Date:** 27-Oct-2016

Staff report complete and to appear on 10-Nov-2016 agenda for LTC consideration.

**Status Date:** 03-Oct-2016

Planner TR assigned and reviewing application.

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2016.5	MID-ISLAND CONSUMER SERVICES COOPERATIVE <b>Planner:</b> Sonja Zupanec	17-Oct-2016	PID: 026-113-317 548 North Road, Gabriola Island Replacement of existing illuminated sign.
<b>Planning Status</b>			



**Status Date:**

**Liquor Control Branch**

File Number	Applicant Name	Date Received	Purpose
GB-LCB-2016.1	Surf Lodge 1019155 BC Ltd. <b>Planner:</b> Sonja Zupanec	01-Sep-2016	PID: 006-986-170 885 Berry Point Road. Permanent change in liquor license to Food-primary entertainment endorsement (P2).

**Planning Status**

**Status Date:**

**Rezoning**

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2016.1	Williamson & Associates  <b>Planner:</b> Rob Milne	09-Feb-2016	PIDs:006-654-941, 005-030-480, 009-735-968, 003-010-431, 006-635-121, 027-939-804, 027-939-791 Spruce to Church Streets, Mallett Creek Density Transfer

**Planning Status**

**Status Date:**

**Subdivision**

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2008.3	C.O. Smythies & Associates Ltd.  <b>Planner:</b> Marnie Eggen	06-Oct-2008	To create 6 parcels btwn McCollum & Tait Roads. (PARCEL C (DD 51803I) OF THE NORTH 1/2 OF THE NORTH EAST 1/4 OF SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT)

**Planning Status**



### Applications

**Status Date:** 08-Jan-2016

PLA extension

**Status Date:** 14-Apr-2014

parent lot is in transition of sale

**Status Date:** 25-Oct-2013

PLA extension

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2010.2	McCollum and Krul, Gary and Jane	13-Aug-2010	1520 McCollum Road\nCreate 7 parcels
<b>Planner:</b> Teresa Ritemann			
<b>Planning Status</b>			

**Status Date:** 27-Oct-2016

No change in status.

**Status Date:** 30-Jun-2016

Planner received update letter from RDN that the RDN supports 5% cash-in-lieu of parkland dedication for this proposed subdivision

**Status Date:** 05-May-2016

Staff awaiting a response from the RDN

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2011.1	Williamson & Associates Professional Surveyors	23-Dec-2010	To create 2 parcels on Daniel Way (THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, GABRIOLA ISLAND, NANAIMO DISTRICT, EXCEPT PARTS IN PLANS 22029, 30038, 32376 AND VIP54644)
<b>Planner:</b> Marnie Eggen			
<b>Planning Status</b>			

**Status Date:** 08-Jan-2016

No change

**Status Date:** 13-Jan-2015

Applicant working to satisfy conditions



## Applications

**Status Date:** 14-Mar-2014  
PLA received

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2012.2	Powell, Don	24-Oct-2012	725 Church Street - subdivision to create one new lot and a remainder lot

**Planner:** Teresa Rittemann

### Planning Status

**Status Date:** 27-Oct-2016  
No change in status.

**Status Date:** 03-Sep-2014  
Status has not changed. Still awaiting MOTI direction that reasons for non-approval have been overcome

**Status Date:** 18-Mar-2014  
MOTI sent notification that the subdivision is NOT being approved. If the reasons for non-approval are not overcome in 1 year, the file will be closed. Note that Islands Trust staff re-sent our subdivision referral response as the notice of non-approval indicated that MOTI had not received it.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2013.2	Centre Stage Holdings Ltd.	09-Aug-2013	Subdivision to 6 lots

**Planner:** Teresa Rittemann

### Planning Status

**Status Date:** 27-Oct-2016  
No change in status.

**Status Date:** 07-May-2016  
Letter of Undertaking regarding future protection of arch sites received from applicant/owner. Outstanding issues in extended PLA are sewage and drainage requirements.

**Status Date:** 05-May-2016  
Parkland dedication requirement removed b/c it was met through dedication of the 707 Community Park in earlier application. No comments received from Snuneymuxw FN by deadline. As per 26-Apr email to applicant, Staff awaiting a Letter of Undertaking from the applicant regarding the covenants to protect archaeological site.

File Number	Applicant Name	Date Received	Purpose
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GB-SUB-2013.3 Smythies & Associates  
 28-Oct-2013 411 Daniel Way\in subdivision to create 2 parcels  
**Planner:** Teresa Ritemann

**Planning Status**

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**Status Date:** 27-Oct-2016  
 No change in status.

**Status Date:** 01-Apr-2016  
 MOTI response that there has been no recent action on this file but it will remain open, and the applicant is working with the ALC at this time

**Status Date:** 29-Feb-2016  
 No change in status.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2016.1	Williamson & Associates	07-Jan-2016	To create two lots within the SRR zone contained in existing Lot 4 and the northerly portion of existing Lot 5. The southerly boundary of the two SRR lots will be along the current AG zone boundary and will leave the remainder of Lot 5 as a single AG zoned parcel of 15.38 hectares wholly within the ALR.

**Planner:** Teresa Ritemann

**Planning Status**

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**Status Date:** 27-Oct-2016  
 No change in status.

**Status Date:** 05-May-2016  
 Awaiting response from MOTI to issue PLA or PLNA.

**Status Date:** 03-Feb-2016  
 Subdivision Referral Report emailed to MOTI. Copied to Gabriola LTC and the Agent.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2016.2	MACKAY, IKE	23-Feb-2016	PIDs: 004-857-119 and 004-614-771 Lot Boundary Adjustment

**Planner:** Teresa Ritemann

**Planning Status**

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**Status Date:** 27-Oct-2016  
 No change in status.



## Applications

**Status Date:** 05-May-2016

Awaiting response from MOTI to issue PLA or PLNA.

**Status Date:** 17-Mar-2016

File TR completed review and sent referral report to MOTI and copied to Gabriola LTC and applicant.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2016.3	Roundtuit Farms Ltd.	29-Feb-2016	PID: 000-991-694 Create two lots from one on Decourcy. Firehall plot will be severed from main property.

**Planner:** Marnie Eggen

**Planning Status**

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**Status Date:**

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2016.4	C.O. Smythies & Associates	20-May-2016	PIDs: 001-271-806 and 009-735-755 Boundary adjustment. Civic address:1610 Hess Road, Gabriola Island.

**Planner:** Sonja Zupanec

**Planning Status**

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**Status Date:** 08-Jun-2016

Referral response sent to MOTI and copied to applicant and LTC.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2016.5	SCOTT, DOUGLAS	04-Jul-2016	PID: 006-982-255 and 006-982-247 Civic address: 790 Seagirt Road. Lot line adjustment.

**Planner:** Teresa Ritemann

**Planning Status**

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**Status Date:** 18-Oct-2016

Planner completed review. No outstanding conditions in PLA. Sent final confirmation letter via email to MOTI. Copied to owners and Gabriola LTC. Gave to Planning Team Assistant to close the file.

**Status Date:** 13-Oct-2016

PLA received.



## Applications

**Status Date:** 03-Oct-2016

No change in status.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2016.6	C.O. Smythies & Associates	08-Sep-2016	PID: 000-305-120 215 Easthom Road, Gabriola Island. 3 lot subdivision.
<b>Planner:</b> Aleksandra Brzozowski			
<b>Planning Status</b>			

**Status Date:**

### Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
GB-TUP-2016.1	MCAFEE, IAN	09-Oct-2015	PID: 003-135-276 1070 Chappel Place, Gabriola Island. STVR.
<b>Planner:</b> Aleksandra Brzozowski			
<b>Planning Status</b>			

**Status Date:**

# Islands Trust

LTC EXP SUMMARY REPORT F2017

Invoices posted to Month ending September 2016

620 Gabriola	Invoices posted to Month ending September 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	1,500.00	581.13	918.87
<b>LTC Local</b>				
65200-620	LTC - Local Exp - LTC Meeting Expenses	4,750.00	2,162.04	2,587.96
65210-620	LTC - Local Exp - APC Meeting Expenses	600.00	439.48	160.52
65220-620	LTC - Local Exp - Communications	1,250.00	0.00	1,250.00
65230-620	LTC - Local Exp - Special Projects	1,000.00	770.11	229.89
<b>TOTAL LTC Local Expense</b>		<u>7,600.00</u>	<u>3,371.63</u>	<u>4,228.37</u>
<b>Projects</b>				
73001-620-2001	Gabriola OCP/LUB	1,500.00	257.10	1,242.90
73001-620-4063	Gabriola First Nations Relations	1,500.00	11.55	1,488.45
73001-620-4064	Gabriola Attainable Housing	3,500.00	0.00	3,500.00
<b>TOTAL Project Expenses</b>		<u>6,500.00</u>	<u>268.65</u>	<u>6,231.35</u>

# Gabriola Island Local Trust Committee

## POLICIES AND STANDING RESOLUTIONS

Updated: February 2, 2016

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	January 29, 2010	GB-025-2010	Communication Towers and Antennae	<p>It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt the following standing resolution:</p> <ul style="list-style-type: none"> <li>• Proposals for any new or expanded communication towers and antennae require an application to the Gabriola Islands Local Trust Committee.</li> <li>• The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting and one advertisement in both local newspapers.</li> <li>• The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal; however, as a minimum, the proponent shall give written notice to Islands Trust Northern Office staff and the Snunéymuxw First Nation, all owners and residents of properties within a 2 kilometre radius of the subject property where the facility is proposed. The required notice shall include the following information: <ul style="list-style-type: none"> <li>○ the proposed location of the tower on the subject site</li> <li>○ a description of the predicted power density level of the antenna/tower</li> <li>○ methods to mitigate any aesthetic or visual impact</li> <li>○ description of the natural environment, any sensitive ecosystems or other important habitat areas within 120 metres of the subject property and mitigation of impacts to such areas</li> <li>○ physical details and example illustrations of the tower including its height, colour, type and design</li> <li>○ the time and location of a public meeting and advertising</li> <li>○ the name and contact information of the contact person employed by the proponent</li> <li>○ the name and all contact information of the Islands Trust planning staff available for public comments and questions regarding the proposal; and</li> <li>○ the proponent may be required to enter into a cost recovery agreement with the Islands Trust, in order to offset application processing costs incurred.</li> </ul> </li> </ul>

## **The Gabriola Place-Based Schooling Partnership Project: Information for community partners**

*Oct. 26, 2016*

### About the project

The goal of the project is to develop a research partnership involving Gabriola Elementary School, researchers in the Faculty of Education, Simon Fraser University, and community organizations active in land stewardship, community relations, education, and sustainability on Gabriola. The primary focus of the research is to track and support the engagement of the school with place-based education across the curriculum. We see this as a creative, imaginative, and emergent process involving the active participation of many different partners, with potential research benefits extending well beyond the school itself.

### About the grant

For this initial phase of the project, we intend to apply for a Community Partnership Development Grant from the Social Sciences and Humanities Research Council. The grant can fund activities for up to three years. If we receive the grant and all goes well over this period, we envision applying for a full Partnership Grant in 2019, which would fund the work for several more years.

The deadline for the grant application is 5:00 p.m. Pacific Time on November 30, 2016. However SFU will require us to have the application ready some days before the deadline, so a better internal deadline for partners on the grant is Nov. 23.

### About the researchers

Sean Blenkinsop and Mark Fettes are both faculty members in Education at SFU. They have worked together on other community-based research projects including the Maple Ridge Environmental School, which they helped to get off the ground with a SSHRC grant. April Vannini is a parent at Gabriola Elementary School and a postdoctoral researcher on communication and culture, especially film.

### What is a community partner?

*SSHRC definition:* A partner organization participates actively in a formal partnership and contributes in a meaningful way to the success of the endeavour. A partner organization may be, for example, a Canadian or foreign: postsecondary institution, government department (federal, provincial, territorial, municipal), for-profit or not-for-profit organization, or foundation. Partner organizations are required, for administrative purposes, to identify an individual who will act as a contact person. A partner organization is expected to support the activities of the formal partnership by sharing in intellectual leadership or providing expertise. The partner organization is also expected to provide cash and/or in-kind contributions.

### Identifying a partner contact person

As noted in the SSHRC definition above, we need an individual to be the contact person for each partner organization. After we enter their name and contact details into the database, the online system will generate an email inviting them to confirm their organization's participation in the application.

### Providing a Letter of Engagement

*From the SSHRC Instructions:* It is the responsibility of each invited partner organization contact to complete, verify and submit their Accept Invitation form, including their Letter of Engagement. Each letter should be written on official letterhead and include the following:

- a statement that the partner organization has read and agrees in principle with the objective(s) of the proposal;
- the exact nature of the involvement of the partner organization during the lifespan of the project;
- the nature of the partner organization's participation in the governance structure of the partnership, if appropriate;
- precise details on the financial and/or in-kind contributions to be provided by the partner; and
- the expected outcomes that the partner organization wishes to achieve.

### Other things SSHRC wants to know

In a document called "Description of Formal Partnerships," we will need to include information on the following (among other details):

- how the partner organizations will participate in the intellectual leadership of the partnership;
- how partner organizations will benefit from their participation in the partnership.

In a document called "Knowledge Mobilization Plan," we will need to state how we will use

- methodologies and approaches to engage appropriate target audiences or participants, including, as applicable, diverse groups of researchers, policy-makers, business leaders, community groups, educators, media, international audiences, practitioners, decision-makers and the general public.

It would be extremely helpful to have your thoughts and suggestions on these three points, from the perspective of your organization.

### Contact details

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